Roxbury Community College

Gateway to the Dream

STUDENT HANDBOOK

2013-2014

Achieving the Dream LEADER COLLEGE

Message From the Vice President

Welcome to Roxbury Community College, Gateway to the dream!

You are about to embark on a life-changing experience as you pursue your academic and career goals at RCC. The faculty and staff are committed to providing you with the highest quality of instruction and services to meet your needs.

The richness of the RCC experience is unlike that of any other community college in Massachusetts. Our ethnically and internationally diverse student population, for example, represents more than 50 nationalities and makes RCC a true microcosm of contemporary society.

Roxbury Community College has many resources and services to help you achieve you educational goals. Easily accessible by public or private transportation, RCC offers a pleasant learning environment and state-of-the-art facilities.

This Student Handbook provides detailed information about what RCC has to offer, as well as College policies and procedures.

Please do not hesitate to contact me if I can be of assistance to you. Best wishes as you begin your Roxbury Community College experience.

Sincerely,

Stephanie C. Janey

Dr. Stephanie C. Janey
Vice President for Enrollment Management and Student Affairs
Administration Building 2, Room 202
(617) 541-5303
sjaney@rcc.mass.edu

Mission Statement

The primary mission of Roxbury Community College is to facilitate the success of our students in achieving their educational goals. RCC is a comprehensive, multicultural, urban, student-centered, and open-access community college, providing learning opportunities for all who may benefit. The College serves the educational needs of Roxbury, surrounding communities and other diverse populations in the Commonwealth. We believe that all students, given the appropriate resources, have the ability to reach their full potential. The College is therefore committed to helping our students enhance the quality of their lives and our communities.

Roxbury Community College offers quality post-secondary education in developmental academic skills, the liberal arts and sciences, career and transfer programs, workforce development, and private and public sector training. RCC grants associate degrees and certificates, affording its students a solid foundation for college transfer, employment, professional advancement, and life-long learning.

Table of Contents

Message From the Vice President ..... **Inside Cover**
Mission Statement **1**
Academic Calendar 2013-2014 ..... **4**
Directory of Offices and Services **6**
Roxbury Community College Campus Map **7**
Frequently Asked Questions **8**
Academic Support Resources and Services **12**
- Academic Advising Center 12
- Assessment/Testing 12
- Tutoring 13
- Writing Center 13
- Math Clinic 13

Academic Policies **14**
- Academic Honors 14
- Grades 14
- Leave of Absence 16
- Honors Program 16
- Course Repeat Policy 16
- Withdrawal Policy 17
- RCC Academic Standing Policy 17
- Graduation Requirements 19

Athletics **21**
- Reggie Lewis Track and Athletic Center (RLTAC) Membership 21

Business Office **22**
- Payment - Tuition and Fees 22
- Refund Policy 22
- Tuition Waivers 23

College Resources and Services **24**
- Bookstore 24
- Campus Security 25
- Career/Internships 25
- Transfer 25
- Health Services 31
- Disability Services 32
- Library 33
- Lost and Found 34
- Parking 34
- Public Telephones 34
- Public Transportation 34
- Student I.D. 35
- MyPasswords 35
- RCC Student E-mail 36
- MyRCC 37
- Moodle 38
- Turnitin 39

Financial Aid **40**
- How to Apply 40
- Eligibility Requirements 40
- Priority Deadlines 41
- Title IV Refund Policy 41
- Appeals Process 42

Employment 42
Alternative Financing 42
Individual Assistance 42
A Second Associate Degree 43
Academic Standards for Financial Aid Eligibility 43
Satisfactory Academic Progress and Financial Aid Policy (2013-2014) 43
Institutional Policies 50
Affirmative Action 50
Building Evacuation Procedure in an Emergency 50
Children on Campus 51
Computer Policy 51
CORI Policy 55
SORI Policy 56
Sexual Harassment 56
Registrar 60
Attendance 60
Auditing 60
Change of Academic Major 61
Change of Name and/or Address 61
Enrollment Certification 61
Loan Deferment Certification 61
Transfer Credits 61
Transcript Requests 62
Veterans Counseling 62
Senior Citizens 62
Office of Student Life and Student Engagement 63
Clubs and Organizations 63
Bulletin Boards 64
Student Government Association 64
Student Lounge/Game Room 64
International/Multicultural Student Institute 64
Mentoring for Success 65
Student Rights and Responsibilities 66
Student Code of Conduct 66
Steps to Promoting Positive Classroom Atmosphere 73
Roxbury Community College Good Neighbor Policy 74
Drug and Alcohol Policy 74
Chapter 151C. Fair Educational Practices 76
Family Education Rights and Privacy Act (FERPA) 77
Grievance Policy 79
Hazing 85
Right to Protest 87
Policy on Audio/Video Recording in the Classroom 87
Smoking 88
Absences for Pregnancy or Childbirth 88
Tips for Students 90
Managing Your Day 90
Long-Term Planning - Plan Ahead 91
Managing Your Tasks 91
Successful Classroom Strategies 92
Test Taking Skills 93
Test Taking Strategies 93
Writing Resource Guide 94
Writing Strategies 95
RCC Assignment Calendar 97

Academic Calendar 2013-2014

Fall 2013

August 29 & 30 . . . . . .Professional days for advising
September 2 . . . . . .Labor Day Holiday
September 3 . . . . . .Faculty Institute/All College Meeting
September 4 . . . . . .First day of classes/day and evening
September 11 . . . . . .Add deadline
September 14 . . . . . .Drop deadline
September 30 . . . . . .Autumn Access begins (Autumn Access ends December 13)
October 7 . . . . . .Autumn Access Add deadline
October 11 . . . . . .Autumn Access Drop deadline
October 14 . . . . . .Columbus Day Holiday
October 15-21 . . . . . .Mid-term exams
October 21-25 . . . . . .Mid-term exams for Autumn Access
October 25 . . . . . .Mid-term grades due
November 1 . . . . . .Mid-term grades due for Autum Access
November 4 . . . . . .Application Deadline for December 2013 Degree Completion
November 11 . . . . . .Veterans Day Holiday - College closed
November 13 . . . . . .Withdrawal deadline
November 27 . . . . . .No evening classes/Thanksgiving break begins at 5:00 p.m.
November 28-29 . . . . . .Thanksgiving Break
December 2-6 . . . . . .Pre-registration for spring semester
December 13 . . . . . .Last day of classes/Autumn Access ends
December 14 . . . . . .Final exams for Saturday classes
December 16 . . . . . .Reading day for day classes
December 17-20 . . . . . .Final exams
December 23 . . . . . .Final grades dues
December 25 . . . . . .Christmas Day – College closed

Spring 2014

January 1 . . . . . .New Year's Day – College closed
January 16-17 . . . . . .Professional days for advising
January 20 . . . . . .Martin Luther King Jr. Holiday – College closed
January 21 . . . . . .Faculty Institute/All College Meeting
January 22 . . . . . .First day of classes/day and evening
January 29 . . . . . .Add deadline
February 1 . . . . . .Drop deadline
February 10 . . . . . .Spring Access begins *(Spring Access ends May 2)*
February 17 . . . . . .Washington's Birthday Holiday – College closed
February 18 . . . . . .Last date to add Spring Access
February 21 . . . . . .Last date to drop Spring Access
March 3 . . . . . .Application deadline for May 2014 Graduation
March 3-8 . . . . . .Mid-term exams
March 10-14 . . . . . .Mid-term exams for Spring Access
March 14 . . . . . .Mid-term grades due
March 17-21 . . . . . .Spring Break
March 25 . . . . . .Mid-term grades due for Spring Access
April 4 . . . . . .Withdrawal deadline
April 21 . . . . . .Patriots' Day Holiday – College closed
April 23-29 . . . . . .Pre-registration for summer and fall semester
May 2 . . . . . .Last day of classes/Spring Access ends
May 3 . . . . . .Final exams for Saturday classes
May 5 . . . . . .Reading Day
May 6-9 . . . . . .Final exams
May 12 . . . . . .Final grades due
May 30 . . . . . .Commencement

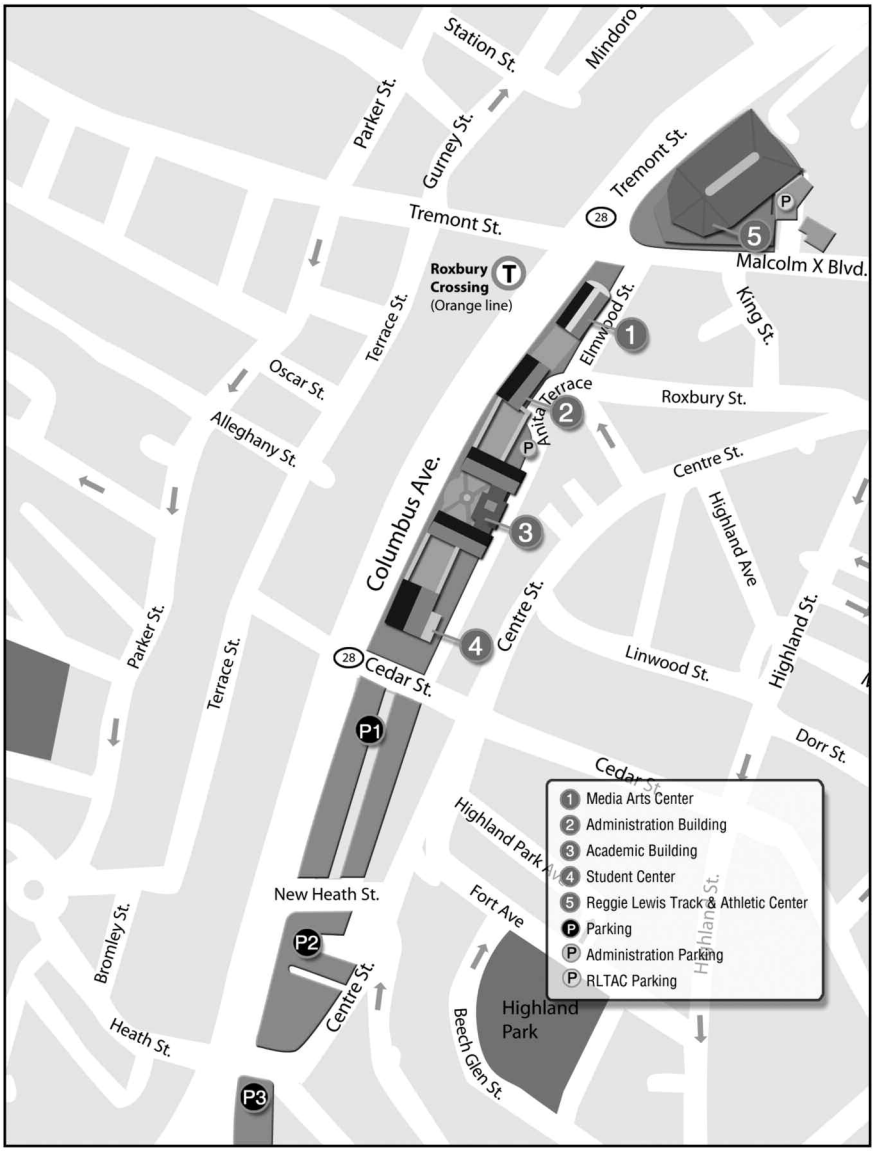
Summer 2014

May 26 . . . . . .Memorial Day Holiday – College closed
May 27 . . . . . .Summer Session I classes begin
June 2 . . . . . .Last day to drop for Summer Session I
June 6 . . . . . .Monday classes held to make-up for Memorial Day
June 13 . . . . . .Last day to withdraw from five-week courses
June 26 . . . . . .Last day of Summer Session I
June 30 . . . . . .Final grades due for Summer Session I
June 30-July 3 . . . . . .Break for ten-week courses
July 4 . . . . . .Independence Day Holiday – College closed
July 7 . . . . . .Summer Session II classes begin
July 11 . . . . . .Last day to drop for Summer Session II
August 7 . . . . . .Last day of Summer Session II
August 11 . . . . . .Final grades due for Summer Session II

Directory of Offices and Services

Department	Location	(617) Phone Number	Ext.
Main Number	**1234 Columbus Avenue**	**427-0060**	
Academic Affairs	301 Administration Building	541-5304	
Academic Advising	219 Academic Building	541-5327	
Administration & Finance	210 Administration Building	541-5339	
Assessment & Testing	102 Student Center	708-3626	
Athletics	Reggie Lewis Track	541-3535	
Bookstore	111 Academic Building	442-8150	
Business Office	213 Administration Building	541-5321	
Campus Security	109 Academic Building	541-5338	
Career Development	207 Academic Building	933-7455	
Continuing Education	106 Academic Building	541-5306	
Corporate & Community Education	101 Administration Building	933-7490	
Dean for Academic Technologies	207 Academic Building	933-7439	
Dean of Enrollment Management	102 Administration Building	933-7412	
Dean of Institutional Research & Planning	311 Administration Building	541-5373	
Dean of Health Science	300 Student Center Building	427-0060	x5217
Dean of Liberal Arts and Professional Studies	301 Academic Building	427-0060	x5177
Dean of Science, Technology, Engineering & Math	401 Academic Building	541-5362	
Dean of Student Success	207 Academic Building	933-7450	
Development & Alumni Affairs	306 Administration Building	541-5394	
Disability Services	207 Academic Building	708-3562	
Early Childhood Education	353 Academic Building	708-3581	
English	301 Academic Building	541-5314	
Enrollment Center	102 Administration Building		
Admissions		541-5310	
Registrar		541-5320	
Enrollment Management/Student Affairs	202 Administration Building	541-5303	
ESOL	201 Academic Building	541-5311	
Financial Aid Office	201 Administration Building	541-5322	
GED	102 Student Center	708-3628	
Health Sciences	311 Student Center Building	708-3800	
Health Services	313 Student Center Building	427-0060	x5030
Humanities	353 Academic Building	541-5314	
Information Technology	333 Academic Building	427-0060	x5555
Internship and Tech Prep	219 Academic Building	933-7434	
Library	211 Academic Building	541-5323	
Media Arts Center	Media Arts Building	541-5380	
Office of Student Life and Student Engagement	353 Academic Building	541-5332	
Reggie Lewis Track & Athletic Center	1350 Tremont Street	541-3535	
Science, Technology, Engineering & Math	401 Academic Building	541-5317	
Student Government Association	353 Academic Building	427-0060	x5332
The Learning Center	207 Academic Building	541-5324	
The Writing Center	203 Academic Building	427-0060	x5491
Transfer Services	219 Academic Building	427-0060	x5565

Roxbury Community College Campus Map



Frequently Asked Questions

Books

Where do I get my books?

The bookstore is located in the Academic Building on the first floor. The bookstore is open extended hours during the first few weeks of school. See bookstore for details. *(see page 24)*

Bills

Where do I pay my bills?

The Business Office, located in the Administration Building, Room 213.

What happens if I don't pay my bill on time?

You will not be able to register for the upcoming semester.

Health Insurance Waiver

Where do I take my Health Insurance Verification Forms?

Health Insurance Waivers must be completed online.
Please log onto: *www.commonwealthstudent.com*

Registration

How many classes should I take to be considered a full-time student?

At least 12 credits, or four 3-credit courses.

Parking

Do I need a parking sticker for my car?

Yes. You can obtain one in the Campus Security Office (Academic Building, Room 109) with a valid Roxbury Community College student ID, license, and current registration.

Financial Aid

How do I apply for financial aid?

Contact the Financial Aid Office for assistance in completing the Free Applications for Federal Student Aid (FAFSA) online at *www.fafsa.edu.gov*.

What happens to my financial aid if I fail or withdraw from classes for which I am registered?

To remain eligible for financial aid, you must successfully complete a minimum of 66% of the total of all your classes since you began your studies at RCC and maintain a minimum GPA as listed above. Since this measurement is based upon your cumulative academic work at RCC, your performance in an individual course may have no impact on your financial aid eligibility. However, accumulation of failed courses, withdrawals and incomplete grades could affect your eligibility.

What if I drop some or all of my classes before and/or during the semester drop/add period - could this affect my academic progress?

No. The credits that you drop during that period of time will not be counted as credits attempted when calculating the percentage of credits completed to determine if academic progress has been achieved.

What happens to my financial aid eligibility if I withdraw from some, but not all of my courses after the drop/add deadline? Can withdrawing from a course now affect my financial aid in later semesters?

In most cases, your financial aid eligibility for the current semester will not change. However, as mentioned above, accumulated withdrawals could affect your eligibility as all course withdrawals decrease your completion rate that must be maintained above 66% for financial aid eligibility to continue for subsequent semesters.

What happens to my financial aid eligibility if I withdraw from all of my courses after the drop/add deadline?

Withdrawing from all courses after the drop/add deadline is considered withdrawing from the College. If you do this before 60% of the academic semester has passed, your financial aid eligibility must be recalculated per federal and state regulations. This recalculation will determine how much of your financial aid awarded has been earned during the weeks before your official withdrawal from courses. When the recalculation is done, a balance could be owed by the student to the RCC Business Office.

What if I don't officially withdraw from the College, but I stop attending all of my semester classes? Can this affect my financial aid?

The U.S. Department of Education mandates that students who fail all of their courses during an academic semester must prove that they continued their attendance in those courses past the 60% point of the semester. RCC complies with this requirement by requesting students to submit graded homework, quizzes and/or tests to prove continued attendance past the 60% point of the semester. Failure to do so will require the Financial Aid Office to recalculate a student's financial aid eligibility and will cause a balance to be owed by the student to the College for the semester. This applies even if a refund check has been issued to the student.

How can changing majors affect my financial aid eligibility?

Changing your major may cause you to take additional courses and that could cause problems finishing your degree or certificate within the 150% of the standard length of your academic major. Also, when students change their academic major from degree seeking to certificate seeking, the previous classes the student attempted will be counted in the determination of your financial aid eligibility. For example, a certificate requires 30 credits for completion; for financial aid consideration to continue, you must finish the degree by 45 credits attempted.

Add/Drop and Withdrawal

How do I change my classes? How do I Add/Drop a class?

Pursuant to Roxbury Community College's add/drop policy, students may add or drop a course during the official add/drop period listed in the college's academic calendar. To add or drop a course, you must complete an add/drop form, obtain the appropriate signatures, and return it to the Registrar in the Enrollment Center, Administration Building, Room 102. Courses dropped during this period will not be recorded on your transcript. (Please see Student Spring/Fall Semester Course Schedule booklet for applicable dates.)

How do I withdraw from a class after Add/Drop has ended?

Students may withdraw from a course after the official add/drop period and before the end of the designated withdrawal period listed in the academic calendar. Courses dropped during this period will be recorded as a "W" on your transcript. You must obtain the instructor's signature and complete and file a Withdrawal Form with the Registrar in the Enrollment Center, Administration Building, Room 102.

Students should exercise their add/drop option during the first week of class if applicable to avoid a "W" grade on their transcript. Students will be responsible for tuition and fees for all courses not dropped. (Please see Student Spring/Fall Semester Course Schedule booklet for applicable dates.)

Attendance

What happens if I just stop going to class?

If you do not officially withdraw from a class, you will be administratively withdrawn and receive a "WA" grade.

Enrollment Center

Where can I get a copy of my schedule?

Enrollment Center, Administration Building, Room 2-102.

Where can I get a Change of Major Form?

Enrollment Center, Administration Building, Room 2-102.

Where can I get a Change of Address Form?

Enrollment Center, Administration Building, Room 2-102.

Where can I get a copy of my transcript?

Enrollment Center, Administration Building, Room 2-102.

Office of Student Life and Student Engagement

Where can I get information on clubs and activities?
Student Center (Office of Student Life and Student Engagement, Room 3-353)

Why are there no classes from 11:30 – 12:55 Tuesdays and Thursdays?
This is a designated Activity period. There is usually a special event on campus at this time, and this is when most of the clubs and organizations hold their meetings.

Career and Transfer Services

Where can I get help with job placement or an internship?
Career Development, Academic Building, Room 3-207.

Where do I get information about transferring to a four-year school?
Transfer Services, Academic Building, Room 3-219.

Health Services

I don't feel well. Where do I go?
Student Health Services, Student Center, Room 4-313.

Student ID

Why do I have a student ID number?
To protect your privacy, a 5-digit ID number is generated by the Registrar that identifies you throughout the school. This number may resemble your social security number, but they are not the same. *(see page 35)*

Registration

How do I register for classes?
A list of academic faculty advisors will be posted in the Student Center on the first floor bulletin board. This list gives the name and location of your advisor. You will receive a postcard in the mail after the list is posted. The postcard will instruct you to make an appointment to meet with your advisor prior to registering for classes. You will then meet your advisor to select your classes and return the signed form to the Registrar in the Enrollment Center, Administration Building, Room 2-102.

How do I know if classes are cancelled due to inclement weather?
Announcements will be made on the following stations:

Television:	*Radio:*
WBZ Channel 4	WBZ 1030 A.M.
WCVB Channel 5	WRKO 680 A.M.
WHDH Channel 7	

Where can I go for tutoring?
The Learning Center, Academic Building, Room 3-207.

Academic Support Resources and Services

Academic Advising Center

All students enrolled in degree programs are assigned academic advisors who are members of the faculty and staff. Although students are encouraged to meet with advisors on a regular basis to discuss course selections and career options, they are required to meet with their advisors every semester prior to registration. Advisors post their availability on their office doors. Students who do not have advisors should contact the Academic Advising Center, Academic Building, Room 219, (617) 541-5327. The Advising Center monitors academic progress, alerts advisors about students who are experiencing academic difficulty, and refers students to counselors. The counseling staff works closely with the school nurse, outside health agencies, and other agencies including those associated with disabilities. Counseling is available in English and Spanish.

Assessment/Testing

All new students at Roxbury Community College are required to take placement tests in three subject areas: English, Math, and Science. The placement test is not used for admission to the College but for the purpose of evaluating your skills in those areas. You will not receive a “passing” or “failing” grade for these tests. The evaluations are important because they determine the correct level courses in which you will be able to register. Non-native English speakers with limited proficiency in English must take the Roxbury Community College English as a Second Language (ESL) Placement Test.

All tests take about two hours to complete. Once you have completed the tests, you will receive a Placement Report indicating the courses you should register for. RCC wants every student to succeed and that starts with registraring for the correct level courses. For more information please call (617) 708-3626 or visit Room 102, Building 4.

Tutoring

Students can take advantage of free tutorial services available in many subject areas. Peer and professional tutors work with you in either small groups or one-on-one to improve academic skills and develop learning strategies. Tutoring is designed to enhance and support classroom learning so that you gain the skills and confidence to be successful in your coursework. For more information please call (617) 541-5324 or visit Room 207, Building 3.

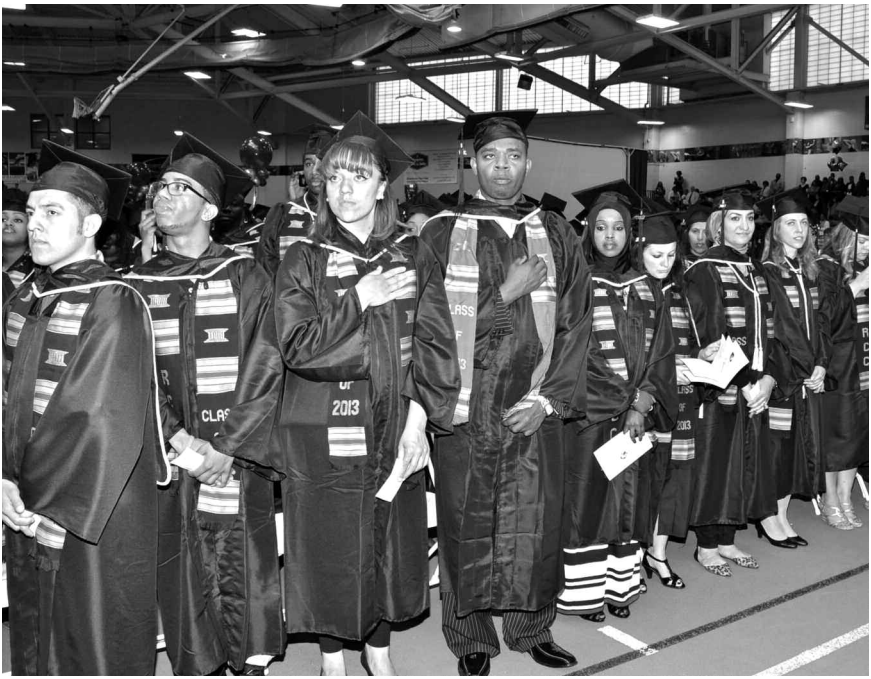
Writing Center

The Writing Center is located on the second floor of the Academic Building in Room 203. It is a place where students and classes come together to address writing across all disciplines. Offering face-to-face tutoring, the Center also has a variety of software and Internet-accessed programs to help students improve their writing skills. It regularly holds workshops and presentations for students and classes on a wide range of topics that address writing.

The Writing Center is committed to empowering students across all disciplines to write essays and research papers whose form, grammar, and expression reflect the accepted standards of American English while valuing the unique and individual voice and perspective of the diverse cultures and ideologies of its student body.

Math Clinic

The Math Clinic in the Academic Building, on the 3rd floor, Room 3-206 provides RCC students with an opportunity to receive immediate help with their mathematics questions. No appointment is necessary - just drop in and talk to a tutor, some of whom are faculty at the College. We will not do your homework for you, but we will explain the relevant concepts and set you on the right path.



Academic Policies

Academic Honors

Dean's Lists/President's Lists

Honors students are recognized annually during a special assembly. Full-time students with a semester Grade Point Average (GPA) between 3.50 and 3.75 and no grade lower than a "B" during that semester will be placed on the Dean's List. Full-time students with a semester GPA between 3.76 and 4.00 and no grade lower than a "B" during that semester will be placed on the President's List. Pre-college courses are not used in the determination of these honor lists.

Grades

(GRADE APPEALS - SEE STUDENT GRIEVANCE PROCEDURE)

Grade Point Average (GPA)

Grade points earned in any course are found by multiplying the quality points assigned to the letter grade by the number of credits for the course. Your grade point average is determined by adding the total points earned in all courses that semester and dividing this total by the total credits attempted. The following is an example of the grades earned by a student:

Course	Grade	Quality Points	Attempted Credits	Total
English 101	A	4.0	3	12
Math1 100	B	3.0	3	9
Science	F	0.0	4	0
Business 131	C	2.0	3	6
Total Quality Points:27.0		**Credits Attempted:13**		**GPA = 27/13 = 2.08**

Grading Policy

Roxbury Community College assigns a letter grade for all credit courses. Each letter grade from "A" to "F" carries a numerical value which is used to calculate your Grade Point Average (GPA).

The College respects the right of individual departments, programs, and individual faculty to use other scales as their curricula require, and supports the use of individual scales when articulated in their syllabus. However, if not articulated otherwise, College grades should be understood to represent the following percentages in student achievement.

Grade	Quality Points	Numeric	Range Interpretation
A	4.0	93-100%	Excellent
A-	3.7	90-92%	Excellent
B+	3.3	87-89%	Very Good
B	3.0	83-86%	Good
B-	2.7	80-82%	Good
C+	2.3	77-79%	Satisfactory Plus
C	2.0	73-76%	Satisfactory
C-	1.7	70-72%	Satisfactory
D+	1.3	67-69%	Unsatisfactory, Passing
D	1.0	60-66%	Unsatisfactory, Passing
F	0.0	59 or less	Unsatisfactory, Course Failure

Nonnumeric Grades

AU Audit - A course is being audited. No grade is assigned to the course and no credit is earned.

AP Attended and Progressed - Only for pre-college courses (Student must repeat course).

I Incomplete - A student has made satisfactory progress in a course and has completed most of the coursework except for a final paper or exam. This grade is given at the discretion of the instructor.

FI Incomplete - "F" from incomplete to be used when an"I" grade reverts to “F".

P Pass - Applies to non-credit courses only.

NP Did Not Pass - Applies to non-credit courses only.

R Course was repeated.

S Satisfactory (A-C equivalent) - Midterm evaluation only.

TR Transferred Course(s) from another College or University.

U Unsatisfactory (D-F equivalent) - Midterm evaluation only.

W Official Withdrawal - A student officially withdraws from a course.

WA Administrative Withdrawal - A student is withdrawn from a course by a faculty member or administrator.

WIP Work In Progress - No grade submitted by instructor.

NA Never attended class.

Leave of Absence

A student in good academic standing may request a leave of absence from the College for one or more semesters. A Leave of Absence form must be completed and submitted to the Registrar's Office prior to the end of the semester in which the student is currently enrolled.

Honors Program

Roxbury Community College's Honors Program provides a quality educational opportunity suited to the needs, wishes, and abilities of its students. The Honors Program offers academically talented students a stimulating, challenging, and rewarding academic experience. In meeting the challenge of academic excellence, the Honors Program provides exceptionally gifted and motivated students with the opportunity to enhance their knowledge through independent research and creative work.

Phi Theta Kappa is the national honor society for community college students. Alpha Iota Mu is the Roxbury Community College chapter of the society. Members of Phi Theta Kappa are recognized for their academic achievement, as well as personal integrity.

To be eligible for membership, you must meet the following criteria:

1. Full-time enrollment.
2. Completion of at least two semesters at Roxbury Community College.
3. Achievement of a cumulative grade point average of 3.50 or higher, exclusive of pre-college courses.
4. Evidence of good moral character.
5. Nomination by an academic department of the College.

For more information, contact the Honors Advisor, Division of Liberal Arts, Academic Building, Room 301 or a faculty member of the department.

Course Repeat Policy

Students may receive Financial Aid for a required course in which they receive a D or higher, one time. However, Financial Aid will not pay for a repeat course if a student obtained the highest grade for that course. Financial Aid will not pay for additional repeats of a course that the student has passed. Conversely, there is no limit to the number of times a student may be paid to retake a failed course (F). However, if the student has previously passed that course, Financial Aid will not pay for an additional repeat.

When a student repeats a course and receives a higher grade, the lower grade is no longer computed into the grade point average. However, both the original and subsequent

grade earned will remain on the student's permanent record For example, if a student receives a D in a course and retakes the course and receives a C-, the C- will replace the D in the student's GPA. However, the D will remain on the student's transcript. If the grade for the repeated course is the same, or lower, than the previous grade, then the credits will not count toward the student's degree. Please note, every time a student repeats a course that course is applied to a student's attempted and earned credits, as it relates to the satisfactory academic progress policy and the 150% rule.

Courses that are officially dropped or withdrawn will not impact the repeat course policy. However, withdrawn courses will count as credits attempted. It is important to note that the College's standards for satisfactory academic progress for federal financial aid require that a student be able to complete a program or degree within 150% of the credits required for that program or degree. Excessive repeat courses and withdrawals will have an impact on this requirement. All courses attempted, including withdrawals, are counted towards the 150% calculation.

*Please note: There may be an exception for students enrolled in Health Sciences Division Programs. Please refer to the program Handbook.

Withdrawal Policy

Students who officially withdraw from a course or from the College early in the semester are eligible for a partial tuition refund based on the College's withdrawal policy and refund schedule (see refund policy). Failure to attend class does not constitute official withdrawal from a course or from the College.

To officially withdraw from a course, a student must complete a Withdrawal Form (available at the Enrollment Center), which requires the approval and signature of the instructor teaching the class from which the student wishes to withdraw. This form must then be submitted to the Enrollment Center. An instructor's signature is not necessary for withdrawal from a course offered by the Division of Continuing Education or if a student is withdrawing from all courses.

RCC Academic Standing Policy

2013-2014 Academic Year

All RCC students are expected to maintain good academic standing toward the completion of their certificate or degree. A student's academic standing indicates the progress toward that certificate or degree based upon a minimum satisfactory cumulative grade point average (GPA) required each semester.

Students should be aware that these standards differ from those used by Financial Aid to determine good satisfactory academic progress. Therefore, a student may be eligible to maintain enrollment in their program of study, but not be eligible for Financial Aid. Please refer to the Financial Aid Satisfactory Academic Progress Policy for more information.

We strongly encourage all students to work closely with their academic advisor to ensure that they register for a credit load that will enable them to balance family and work responsibilities with the ability to complete their coursework successfully.

Good Academic Standing

The College considers a student to be in Good Academic Standing if they meet the following minimal cumulative[1] grade point average (GPA).

CREDITS ATTEMPTED	MINIMUM CUMULATIVE GRADE POINT AVERAGE
0-12	1.50
13-30	1.70
31 or more credits	2.00

PLEASE NOTE: If you receive an incomplete (I) grade and you do not pass the course by the end of the following semester with a grade of C or better, you may be responsible for paying back financial aid that was received, if this would change the calculation for Financial Aid Satisfactory Academic Progress.

Academic Warning

Students who fail to maintain the minimum cumulative grade point average for any semester will be placed on academic warning. Students on academic warning must consult with an academic advisor and take advantage of academic support services provided by the college by agreeing to and following an academic plan. It is not sufficient to consult with a faculty advisor.

Academic Probation

A student is placed on Academic Probation after failing to meet the academic plan following a semester on Warning status. Students have two consecutively enrolled (this is defined as NOT including summer) semesters of attendance to raise their cumulative grade point average to a level that places them in good academic standing. A student who does not raise his/her cumulative grade point average to the level of good academic standing after two consecutively enrolled semesters of attendance will be suspended for one semester. Students on Academic Probation will be notified in writing by the College and are required to report to the Advising Center and can no longer report to his/her faculty advisor. A student may appeal the Academic Probation. Please refer to the section below concerning the Appeals Process.

Academic Suspension

Once a student has been placed on Academic Suspension, he or she will not be allowed to enroll in any classes for **one** semester. After the suspension period has expired, a student may apply for readmission to the College. The returning student must meet with a member of the Advising Center staff and discuss the specific steps to help ensure academic success. It is not sufficient to meet with his/her faculty advisor. The returning student will be placed on probation upon returning to RCC and must comply with all the components of Academic Probation, the academic plan, and achieve a term GPA of 2.5. A student may appeal the Academic Suspension. Please refer to the section below concerning the Appeals Process.

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[1] *Cumulative Grade Point Average is determined by averaging grades from all ESOL, developmental courses, and college-level classes taken at RCC.*

A student who is placed on academic warning, probation, or suspension will be notified in writing by the Office of Academic Advising at the conclusion of each semester.

A student who is placed on Academic Suspension may enroll in RCC non-credit courses.

Students should be aware that their academic standing will be noted on the official transcript.

2012-2014 Suspension and Appeals Process

All students suspended for unsatisfactory progress may appeal to have the sanction lifted. The College recognizes that special or unusual circumstances can negatively affect performance. A student who has been placed on academic suspension from college may file an appeal before the start of classes each semester with the Advising Center.

Appeals will only be heard for special or unusual circumstances that have negatively impacted the student's academic performance. It is the student's responsibility to present a compelling argument to the Dean for Student Success for the reason that he or she should be readmitted. The Dean for Student Success or designee will carefully review the information and/or documentation deemed relevant in rendering a fair decision by either granting or denying the student permission to re-enroll. *Academic reinstatement does not automatically reestablish eligibility for Financial Aid.* Please refer to the Financial Aid Satisfactory Academic Progress Policy for more information on the Financial Aid Appeals process.

The decision of the Dean for Student Success or the designee is **final.**

Academic Progress Appeal Forms can be obtained from the Advising Center.

2012-2014 Program Changes

A student who wishes to change his or her program of study must be aware that the change becomes effective at the beginning of the following semester. A student should consult an academic advisor, not faculty advisor, to understand the time implications in completing program requirements. A student should also consult Financial Aid to understand the implication on the 150% Rule and the impact that rule has on the Lifetime Pell Award.

Graduation Requirements

To qualify for graduation, a student must meet the following conditions:

1. Qualify as a matriculated student as determined by the Enrollment Center.
2. Complete all course requirements as specified by the academic program of study with a minimum grade point average (GPA) of 2.00 for college-level courses, unless other requirements are specified by the academic program. For specific major requirements, consult the Program of Studies.
3. Earn at least 60 college-level credits with at least 30 college-level credits from Roxbury Community College for an associate degree and 12 credit hours for a certificate.
4. Application: In order to officially graduate from RCC, a student must complete and

submit an Application for Graduation Form available at the Registrar's Office (Administration Bldg #2, RM 102) by the announced deadline. All December and May graduates are invited and encouraged to participate in the May Commencement Ceremony. However, students must have met all course requirements and financial obligations in order to participate.

5. Application Deadline for December 2013 Degree Completion: November 4, 2013. Application Deadline for May 2014 Graduation: March 3, 2014

Athletics

The Athletics Program offers students the opportunity to participate in intercollegiate, intramural, and recreational activities. Intercollegiate teams exist for baseball (men), basketball (men and women), and track (men and women). The Reggie Lewis Track and Athletic Center at Roxbury Community College also offers other intramural activities, including soccer, tennis, and volleyball. Credit and non-credit classes in aerobics, dance, and Karate are offered to all students. For schedules or more information about the program offerings, contact the Athletics Department in the Reggie Lewis Track and Athletic Center at (617) 541-3535.

Reggie Lewis Track and Athletic Center (RLTAC) Membership

- An RCC student wishing to have a membership to the RLTAC must submit proof of current registration to the RLTAC Membership Office during its hours of operation.
- The student will be issued a membership card for that semester, which can be renewed for subsequent semesters, if the student shows proof of registration. Otherwise, the membership will expire at the end of each semester.

Business Office

Payment - Tuition and Fees

At the time of registration, students receive a billing statement and a class schedule that indicates the amount charged and dates that payments are due. Students must pay all bills by the due date appearing on the bill. Students who register on or after the due date must pay at the time of registration. The College accepts payment by personal check, money order, travelers' checks, VISA, MasterCard, or Discover. A payment plan is also available. For specific information about the payment plan, contact the Business Office at (617) 541-5321, Administration Building, Room 213.

Refund Policy

Students dropping or withdrawing from classes must complete the appropriate form available in the One-Stop Enrollment Services Center, Administration Building, Room 102. Failure to withdraw officially results in a grade of "F" or "NA" in the course and an obligation to pay in full. The schedule of refunds for tuition and general college fees outlined in this handbook applies only when proper withdrawal or class drop procedures have been adhered to, as established by the Enrollment Services Center. Application fees are non-refundable. **Lack of attendance or course abandonment does not constitute a drop or withdrawal.**

The Refund Policy applies to tuition and fees for all students who register for one or more courses at RCC. This policy goes into effect on the first day of classes for each semester.

You may add or drop classes during the ADD/DROP period without charge. The official start and end dates of the ADD/DROP period can be found on the Academic Calendar on page 4 of this handbook.

REFUND POLICY RULES:

TIME PERIOD	REFUND	TRANSCRIPT
Withdrawal during ADD/DROP period	100% tuition and fees, less $25 registration fee	All courses will be deleted from the student's transcript
Withdrawal during the five school days after the ADD/DROP period ends	75% of tuition and fees, less $25 registration fee	Withdrawal (W) will appear on student's transcript
Withdrawal during the sixth through tenth school day after the ADD/DROP period ends	50% of tuition and fees less $25 registration fee	Withdrawal (W) will appear on student's transcript
Withdrawal eleven school days or beyond after the ADD/DROP period ends	No refund	Withdrawal (W) will appear on student's transcript

If you have any questions regarding this refund policy, please contact the Business Office.

Tuition Waivers

Several kinds of tuition waivers are available to Roxbury Community College students. These waivers include, but are not limited to, members of the National Guard, veterans, senior citizens, Native Americans, state employees, and wards of the state. In order to receive a tuition waiver, you must present the waiver at the time of registration or before the first day of class. If you present the waiver after the first day of class, the College will make no adjustment. The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unfunded courses will be restricted.

Students with approved tuition waivers, tuition remissions, or tuition vouchers may register on a space-available basis, and fees must be paid. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or private instruction administered by the Division of Continuing Education (DCE). Also, certain tuition waivers, which apply to the state supported day division, do not apply to the Division of Continuing Education programs, including summer sessions. For example, the National Guard waiver can not be applied to Division of Continuing Education programs.

College Resources and Services

Bookstore

Academic Building, First Floor, Room 111

The Campus Bookstore sells all textbooks required for your courses as well as school supplies, trade books, clothing, gift items, assorted software products, and snack items. Bookstore gift cards are available. For your convenience payment can be made by MasterCard, Visa, American Express, and Debit cards.

Rent-A-Text

Your campus bookstore is offering textbook rental through Rent-A-Text, saving you more than half off the sales price on every single book you rent. Because we have direct access to your instructors' book lists, it – and only it – can guarantee that the books you rent are the right ones for your classes. And unlike online rental companies, your campus bookstore carries all your other course materials too. As in one-stop-shopping, with Rent-A-Text, you pick up your rental textbooks at the bookstore instead of having them shipped, so there's no waiting by the mailbox for them to be delivered. There are no shipping costs, which means more money in your pocket.

Hours of operation:	*Monday to Thursday*	*9:00A.M. - 5:00P.M.*
	Friday	*10:00A.M. - 2:00P.M.*

During the first two weeks of each semester, extended hours are posted.

Campus Security

Academic Building, Room 109

Students are encouraged to contact the security staff for assistance whenever needed. All suspicious or criminal activity, as well as medical emergencies, should be reported to the Campus Security office. When classes are in session, a guard is stationed in the Cedar Street parking lot from 8:00A.M. - 10:00P.M., Monday through Friday, and 8:00A.M. - 4:00P.M. on Saturday. For assistance, call (617) 541-5338. Please report all suspicious or criminal activity to the Chief of Security in the Campus Security Office.

Career/Internships

Academic Building, Room 207

Career Placement

Career Placement is available when you are ready for a part-time or full-time job during school or following graduation. Support offered during your job search includes developing a resume, conducting mock interviews and learning effective job search strategies.

Career Planning

Career exploration and planning can help you choose a professional direction that fits your values, interests, and needs. If you are unsure about a major or career direction, sign up for this one-credit course, Principles of Career Planning, ACS 200. You can also take advantage of career counseling and various online assessments including: the Harrington O'Shea, the Strong Campbell Interest Inventory, Discover, and the Myers Briggs.

Internships

Internships allow you to explore a career area of interest while earning credit at the same time. The Internship Coordinator will assist you in locating an internship that works for you. A variety of agencies and employers are ready to place Roxbury Community College interns. You will spend 150 hours on-site. If you have taken English Composition I, and at least three courses toward your degree, you are eligible to sign up for an Internship. Meet with an Internship Coordinator during pre-registration to ensure a timely placement.

Transfer

Academic Building, Room 219

Transfer Program

Students who intend to pursue a bachelor's degree are encouraged to begin planning during their first semester at Roxbury Community College for transfer to a four-year institution. Although each student is responsible for ensuring that Roxbury Community College credits are transferable, academic advisors and transfer counselors are available to help coordinate academic programs at RCC with the transfer requirements of four-year institutions. Students who have been admitted to an associate degree program at Roxbury Community College may be eligible to participate in one of the several transfer agreements that the College maintains with four-year colleges and universities that guarantee admission of Roxbury Community College graduates and/or acceptance of specified RCC course credits.

Cross Registration

Sampling the environment and coursework at a four-year college can help students choose the campus that will best meet their needs. Cross-Registration allows students to take courses at select local colleges while they are enrolled at Roxbury Community College. Students must have completed between twelve and thirty college-level credits to be eligible for cross-registration.

Because academic calendars vary from school to school, students are strongly advised to visit the Transfer Services in Room 219, Academic Building the semester prior to cross-registering to create their academic schedules. Students are permitted to cross register for one-course per semester. Cross Registration is not available for evening or weekend or summer classes. Cross Registration is not permitted during late registration periods. The following colleges participate in Cross-Registration:

Massachusetts College of Art Prerequisite: A strong interest in art

Northeastern University Prerequisites: A GPA of 2.75, at least 30 earned college-level credits, ENG 101 and ENG 102

Simmons College Prerequisites: Pre-nursing concentration, ENG 101 and at least 15 earned college- level credits

Suffolk University Prerequisites: Enrolled in the final semester at Roxbury Community College and a GPA of at least 3.00

University of Massachusetts-Boston Prerequisite: Enrolled in at least 12 credits at Roxbury Community College.

Wheelock College Prerequisites: An interest in education, social work, social science, or liberal arts Course enrollment is limited to: Social Work I, Social Work II, Child Life, Human Biology, Human Sexuality, and Social Issues.

Transfer Counseling

Many students' academic plans include transfer to a four-year college or university. The

Transfer Services staff is prepared to guide these students through the transfer process: choosing an appropriate major; selecting colleges; submitting applications for admission and financial aid; and making decisions once acceptances have been received.

College Fairs bring over forty (40) colleges to the Roxbury Community College campus each semester which offer students another vehicle for exploring potential transfer schools. For more information about transferring to a four-year institution, visit Transfer Services in Room 219, Academic Building.

MassTransfer

MassTransfer, a new transfer policy seeks to provide RCC students with straightforward and understandable options toward the completion of associate and baccalaureate degrees, clearing the way for student access and student success in Massachusetts' public higher education system.

The main purpose of MassTransfer is to provide RCC students who complete designated associate degrees under MassTransfer with the benefits of the full transfer and applicability of credit, guaranteed admission, and a tuition discount (each benefit based on

the student's final grade point average) to linked baccalaureate programs; and MassTransfer integrates and replaces the Commonwealth Transfer Compact, Joint Admissions, and the Tuition Advantage Program.

The MassTransfer policy for community college students who complete designated associate degrees will apply to students who matriculate in or after fall 2012 at a Massachusetts community college. Community college students who matriculated prior to fall 2012 and who participate in the Commonwealth Transfer Compact and/or Joint Admissions Program will be required to complete their associate degrees by August 2013 and must matriculate at a Massachusetts state college or University of Massachusetts campus by fall 2014.

Each associate degree program under MassTransfer is linked to baccalaureate degrees and schools at the Massachusetts state colleges and University of Massachusetts campuses across the Commonwealth. The list of associate degree programs and linked baccalaureate programs under MassTransfer are available at *www.mass.edu*, as well as on the transfer websites at the individual public higher education institutions.

The MassTransfer policy for community college students who complete designated associate degrees will apply to students who matriculate in or after fall 2012 at a Massachusetts community college. Community college students who matriculated prior to fall 2012 and who participate in the Commonwealth Transfer Compact and/or Joint Admissions Program will be required to complete their associate degrees by August 2013 and must matriculate at a Massachusetts state college or University of Massachusetts campus by fall 2014.

A student completing an associate degree program under MassTransfer will have graduated with a minimum of 60 credit hours and will have completed the following 34-credit general education transfer block, exclusive of developmental coursework:

General Education Transfer Block	
English Composition/Writing	6 credit hours
Behavioral and Social Sciences	9 credit hours
Humanities and Fine Arts	9 credit hours
Natural or Physical Science	7 credit hours
Mathematics/Quantitative Reasoning	3 credit hours
Total	34 credit hours

MassTransfer Benefits

A student completing an associate degree who seeks admission to a linked baccalaureate program under MassTransfer will be entitled to the following benefits based upon the final cumulative grade point average at the community college awarding the degree:

A. A final cumulative grade point average of a 2.0 or higher

i. Waives the admissions application fee and essay

ii. Guarantees the full transfer of college-level credits, including "D" grades, applied to the degree requirements of the linked baccalaureate degree or school at the state

college or University of Massachusetts campus such that the MassTransfer student will be required to complete no more credits or courses than a native student with the following stipulations:

- The student changes his or her major.
- If the linked baccalaureate program requires a higher grade point average or specific courses for the major which are required of native students, the MassTransfer student must meet these requirements.

iii. Satisfies the general education requirements at the receiving institution with the receiving institution able to add no more than six additional credits / two courses in compliance with the New England Association of Schools and Colleges' Standards for Accreditation. This will apply when the receiving institution already places these requirements on its native students and will determine at its discretion which credits, if any, shall be required.

Note: College-level course credits awarded by the sending institution through CLEP, challenge examinations, and credit for prior learning shall be included when a student qualifies under MassTransfer.

B. A final cumulative grade point average of a 2.5 or higher

i. Grants all of the benefits outlined in section 1A.

ii. Guarantees admission to the linked baccalaureate degree or school at a Massachusetts state college or University of Massachusetts campus with the following stipulations:

- If the linked baccalaureate program requires a higher grade point average which is required of native students, the MassTransfer student must meet this requirement.
- If because of space or fiscal limitations the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for MassTransfer applicants as it does for its native students.
- Students must be in good academic, fiscal and disciplinary standing with all previous institutions.

C. A final cumulative grade point average of a 3.0 or higher

i. Grants all of the benefits outlined in sections 1A and 1B.

ii. Guarantees a tuition waiver equal to 33% of the Massachusetts resident tuition rate at a state college or University campus for two years of undergraduate enrollment with the following requirements:

- Enrollment is continuous at the state college or University campus.
- The student earns a cumulative grade point average of a 3.0 or higher for the first year of enrollment at the state college or University of Massachusetts campus.

iii. *Note: For students demonstrating compelling hardships, institutions may exercise professional judgment regarding the above conditions.*

Articulation Agreements

Roxbury Community College has developed articulation agreements with several public and private baccalaureate institutions for students who have completed their Associate Degree and wish to transfer. These articulation agreements stipulate that RCC graduates must meet admission standards at the host institution in order to be admitted into specific program majors with full junior standing. The agreements are designed to provide full course equivalencies to maximize transfer credits. The RCC degree programs and corresponding baccalaureate programs for participating institutions are listed below.

ARTICULATION AGREEMENT PROGRAMS AND INSTITUTIONS

RCC Major	Degree	four- year College	Major four- year College
Accounting	AS	Mass. College of Liberal Arts	Business Administration
Any Major	AA/AS	Eastern Nazerene	Business Management
Arts and Humanities	AA	Cambridge College	Multidisciplinary Studies
Associates of Arts Degree Programs		MA School of Law	B.A. History and Legal Studies
Business Administration	AA	Westfield State	Marketing
Business Administration	AA	Westfield State	Management
Business Administration	AA	Westfield State	Finance
Business Administration	AA	Cambridge College	Management
Business Management	AS	Cambridge College	Management
Bus. Admin. Sports Management	AS	Mt. Ida College	Bus. Admin. Sports Mgt.
Bus. Management Hospitality	AS	Mt. Ida College	Hotel & Tourism Mgt.
Business Administration	AA	Argosy University/Atlanta	Organizational Mgt.
Business Administration	AA	Regis	Management
Business Administration	AA	Mt. Ida College	Business Administration
Business Management	AS	Regis	Management
Business Management	AS	Mt. Ida College	Business Management
Business Management	AS	Mass. College of Liberal Arts	Business Administration
Business Management	AS	Kaplan University (online)	BS Business Mgt.
Computer Science	AS	Kaplan University (online)	BS Information Technology
Criminal Justice	AS	Northeastern University	Criminal Justice
Criminal Justice	AA	Springfield College	Human Services
Criminal Justice	AS	Salem State College	Criminal Justice
Criminal Justice	AS	UMASS Lowell	Criminal Justice
Criminal Justice	AS	Kaplan University (online)	BS Criminal Justice
Criminal Justice	AS	Newbury College	BS Criminal Justice
Early Childhood Education	AS	Cambridge College	Multidisciplinary Studies
Early Childhood Education	AS	Springfield College	Human Services

Continued from previous page

RCC Major	Degree	four- year College	Major four- year College
Early Childhood Education.	AS	Wheelock College	Human Development, Early Childhood Edu.
General Education	AA	Wheelock College	Human Development, Child Life Concentration
General Education	AA	Argosy University/Atlanta	Psychology
General Prep Sequence		North Shore CC	AS Fire Science
International Business	AA	Westfield State	Marketing
International Business	AA	Westfield State	Management
International Business	AA	Westfield State	Finance
Liberal Arts	AA	Cambridge College	Multidisciplinary Studies
Liberal Arts	AA	Cambridge College	Psychology
Liberal Arts	AA	Eastern Nazerene	Education
Liberal Arts	AA	Kaplan University (online)	BS Communication
Nursing (RN)	AS	Simmons College	Nursing
Nursing (RN)	AS	Simmons College	*Masters Science Nursing
Nursing (RN)	AS	Framingham State	Nursing
Nursing (RN)	AS	UMASS Boston	BSN Online
Nursing (RN)	AS	UMASS Dartmouth	Nursing
Nursing (RN)	AS	Emmanuel College	Nursing
Nursing (RN)	AS	UMASS Boston	Nursing
Nursing (RN)	AS	UMASS Lowell	Nursing
Nursing (RN)	AS	Kaplan University (online)	BS Nursing
Roxbury Community College	Study Abroad	Imo State University, Nigeria	
Social Science	AA	Springfield College	Human Services
Social Science	AA	Wheelock College	Social Work
Social Science	AA	Cambridge College	Psychology
Social Science	AA	Kaplan University (online)	BS Psychology
Various Majors	AA,AS	Pine Manor College	Various Majors

*UMASS Boston Certificate in Vocational-Technical Ed RCC Liberal Arts

*YearUp Certificate RCC Business Administration/ Management

All of the information in this section is subject to change at the discretion of the participating institutions. New articulation agreements are always being developed. Visit Transfer Services in Room 219 Academic Building for a complete listing of the most up-to-date agreements.

Articulation agreements guarantee transfer of credit only after a candidate is accepted into the four-year college/university.

**Please consult with Director of Transfer Affairs and Articulation about these particular articulation agreements.*

Health Services

Student Center, Room 313, Tel: (617)708-3633

The Health Services Office is open Monday - Friday from 9:00A.M. - 5:00P.M. and from 5:00P.M. - 5:30P.M. by appointment. A nurse practitioner is on duty to provide emergency and routine treatment for common illness and injuries, e.g., colds, headaches, sprains, and lacerations. Students with more complex health problems are referred to other health care facilities for more comprehensive care. Assistance for students with disabilities is provided in collaboration with the Disabilities Counselor. Health education and wellness programs are additional activities of Health Services and vary each semester. Examples of topics include:

- Blood pressure screening
- Diabetes education
- Weight checks, weight management, and walking groups
- Health fairs
- Alcohol/drug education
- Smoking cessation
- HIV/AIDS/STD education

Dental Plan

The Student Dental Plan is offered by the Boston University School of Dental Medicine. This Plan is purchased separately by the student and is not deducted from financial aid. You can enroll online at *http://dentalschool.bu.edu/sdp*.

Enrollment dates and fees are provided at the above website.

Health Insurance

Massachusetts General Law (Chapter 23) requires that any student registered for 9 or more credits must be enrolled in a health insurance plan. The Commonwealth of Massachusetts requires you to submit your health insurance information to the College via online electronic submission. The Business Office will review your online insurance submission to determine if you qualify for the insurance waiver. Please log onto: ***www.commonwealthstudent.com***

If you enroll for the fall semester, you have until October 31st to complete this process. Students who enroll for the spring semester have until February 28th. Otherwise the health insurance charge will remain on your bill. Students who do not have a qualified health insurance plan are required to enroll in the College Student Health Insurance Program. This Program covers health services outside of the College.

MassHealth qualifies as comparable coverage; however, free care that is provided by hospitals and community health centers does not qualify as adequate coverage.

Immunizations

Upon admission to the College and within thirty days of registering for courses, Massachusetts General Law requires students who are enrolled in courses totally 12 or more credits (full-time) to provide proof of immunization against specific diseases. The

required immunizations are: Tetanus/Diphtheria (booster within the past ten years), two (2) MMR's (measles, mumps, rubella), and three (3) Hepatitis B immunizations. All international students and students applying to the associates degree in Nursing program, associate's degree in Radiologic Technology program, and the certificate in Practical Nursing program must always provide proof of immunization upon application to the College The Enrollment Center can provide students with the Immunization Form for completion by the health care provider and the Medical History Record Form for completion by the student.

Disability Services

Academic Building, Room 207, Tel: (617)708-3562

Roxbury Community College is committed to creating an educational environment that promotes academic excellence and personal exploration for all students. This includes a commitment to achieving equal educational opportunity and full participation for persons with disabilities. Our goal is to ensure a comprehensively accessible college experience where individuals with disabilities have the same access to programs and activities as all others. This policy derives from the College's overall commitment to non-discrimination of all persons in employment, creating accessible facilities, student programs, activities, and services.

To this end, RCC strives to achieve excellence in its services and to assure that its resources are delivered equitably and efficiently to all of its students.

If you have questions, please contact the Counselor for Students with Disabilities (CSD). The CSD coordinates the provision of accommodations for students with disabilities. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

Counselor for Students with Disabilities (CSD)

The CSD facilitates the following services for students with disabilities:

- Provides disabilities information including guidelines for obtaining accommodations
- Creates accommodation planning
- Performs referrals
- Acts as an academic Counselor
- Serves as a liaison between students and faculty to ensure in-class accommodations
- Loans adaptive equipment
- Coordinates reader and scribe services

Adaptive Library

The library is an essential academic tool that can be accessed by students with disabilities through the following services:

- 20/20+ - enlarges print
- Crank adjustable table - provides greater access for seating and lighting
- Read & Write Gold: Text to speech software

- Laptop computer
- Publications including books and videos specific to students with disabilities including career planning, job search, ADA, and relationships information.

Library

Academic Building, Room 211

The library at Roxbury Community College offers information resources and services that support the academic programs of the College. The entrance to the library is on the 2nd floor.

Informational Resources:

- Over 30,000 circulating and reference books. This includes many required textbooks on reserve for use in the library.
- Over 40 online database containing tens of millions of articles from journals, magazines and newspapers.
- Over one hundred paper periodical subscriptions including journals, magazines and newspapers.
- Audiovisual material including videotapes and DVDs for classroom or in-library use.

Library Services:

- Circulation of library materials including audiovisual equipment for classroom use.
- Answers to reference questions.
- Class and individual instruction in research methods.
- Interlibrary loan: the delivery to RCC library users of books and documents that belong to other libraries.
- Library web site development to provide subject pathfinders and online tutorials.

The library occupies an attractive space on the first and second floors of the Academic Building. There is study space for about one hundred students. Every effort is made to support both those who require a quiet space for individual study and those who need to study in groups. There is a special room for group study on the first floor. About seventy-five classes per year visit the library classroom for instruction on information retrieval techniques. There are thirty two computers for students to access online library resources as well as the free Internet. Library staff members assist students in Internet navigation as well as web site evaluation. Equipment and software for those with disabilities are available. An online library newsletter, delivered to RCC e-mail accounts, alerts users to information useful in their educational tasks. Library displays promote ideas of interest to the College community and showcase the accomplishments of College departments.

Goals of the library:

- To promote student learning and faculty instruction in a friendly and supportive atmosphere.
- To increase informational resources and services so that students' learning goals and faculty members' teaching efforts are attained.

- To increase interlibrary cooperation so that materials available elsewhere are quickly deliverable to RCC users.
- To increase the level of information literacy so that RCC graduates are better equipped to flourish in the quickly changing information society.

The library provides numerous feedback mechanisms for its users. This communication is essential so that the library can, within budget constraints, choose the best selection of resources and services to match the needs of students and faculty while supporting the educational mission of the college.

Interlibrary Cooperation

- RCC Library is a member of the Metro Boston Library Network. This includes the Boston Public Library and other public and school libraries. Students may place online orders from a selection of over a million items. The materials are delivered to the RCC Library and students are notified to pick them up. Aside from books related to academic courses, these items also include best selling books, foreign language books and videos.
- The library also belongs to the Fenway Library Consortium which includes 15 primarily academic libraries in the Boston area, most within walking distance of RCC. You may borrow books from any of these libraries. To retrieve materials from these libraries, simply present an active RCC library card. You may also order books from these libraries and have them sent to The RCC Library where they can be borrowed.

The following is a list of consortium members: Brookline Public Library and libraries at Emerson College, Emmanuel College, Hebrew College, Lesley University, Mass. College of Art and Design, Mass. College of Pharmacy & Health Sciences, Museum of Fine Arts Museum School, New England Conservatory of Music, Simmons College, Suffolk University, UMass Boston, Wentworth Institute, and Wheelock College.

Lost and Found

Campus Security Office, Academic Building, Room 109

Parking

Vehicles must be registered with the Security Office where parking stickers are issued. Vehicles without stickers, those parked in unauthorized areas or parked in handicapped spaces without appropriate authorization, are subject to being ticketed and towed at owners expense. Parking is available at the Cedar Street lot adjacent to the Student Center. Overnight parking is prohibited.

Public Telephones

Public telephones are available in the lobbies of the Administration Building, Academic Building, Media Arts Building and the Student Center.

Public Transportation

The use of public transportation is strongly encouraged. The College is accessible via the Orange Line subway and various MBTA buses.

Student I.D.

Students must obtain identification cards at the beginning of their first semester. The I.D. card is necessary to borrow books from the Library and to access the Learning Center. Current semester validation stickers may be obtained at the Registrar's Office. Replacements for lost cards are available for $5.00. I.D. cards must be shown to any member of the Roxbury Community College faculty, staff or security personnel upon request. To obtain a student I.D., please contact Enrollment Management at (617) 541-5310. The I.D. office is located in Room 109, Campus Security, Academic Building.

MyPasswords

Students can login to MyPasswords with personal information that is unique to them: RCC student ID, date of birth, and the last 4 digits of SSN. Please direct new students* and returning students** who do not know their login information to the MyPasswords application.

To access MyPasswords:

1. Go to **MyRCC** at http://myrcc.rcc.mass.edu
2. Click on the **Start Here** <https://forms.rcc.mass.edu/stu/Login.aspx?ReturnUrl=%2fstu%2fDefault.aspx> link under Quick Links (on the left hand side of the screen).
3. Fill in the required information. MyPasswords will provide you with all of your login information for the common software systems for students on campus.*(see Figure 1)*

PLEASE NOTE:

- For new students it still will take 24-48 hours after they are admitted to generate/display their login information.
- If a student has changed their default password(s) and forgotten them, they need to go to the specific application login page and click on the "Forgot my password" or "Help me login" link. MyPasswords only provides the original default password.
- As a safety precaution, the MyPasswords report will automatically logout after 5 minutes of inactivity.

Figure 1 - https://forms.rcc.mass.edu/stu/Login.aspx

RCC Student E-mail

The RCC student e-mail system is powered by Gmail, Google's e-mail system. All RCC students are assigned an e-mail account (<First initial + Middle initial + Last name@roxbury.edu>). This is RCC's official electronic messaging system for students and only e-mail the college will use to communicate important school information.

NOTE: E-mail accounts for new students may take up to 48 hours to become active.

Logging into your RCC Student E-mail

To access your RCC student e-mail, follow the steps below.

1. Open an internet browser (Internet Explorer, Google Chrome, Firefox, Safari).
2. In the web address field enter the following URL http://mail.roxbury.edu *(see Figure 2)*
3. Click on the text **Sign in** (located in the top right corner, in the E-mail block, or the Announcements block).
4. Type your **username** and **password**, then click on the **Sign In** button.
   a. Your username is the first part of your e-mail address (without the @roxbury.edu). For example, if your e-mail is JMSmith4@roxbury.edu, your username is JMSimth4.
   b. Your default password is rcc + student ID. For example, if your student ID is 12345, your password is rcc12345.

BEST PRACTICE: We recommend that you change your default password to something more secure and something you will remember. Once you have logged in, you can change your password under your e-mail **Settings → Accounts**.

For more information and instructions on how to use the RCC student e-mail system *http://mail.google.com/support/?ctx=about&hl=en*

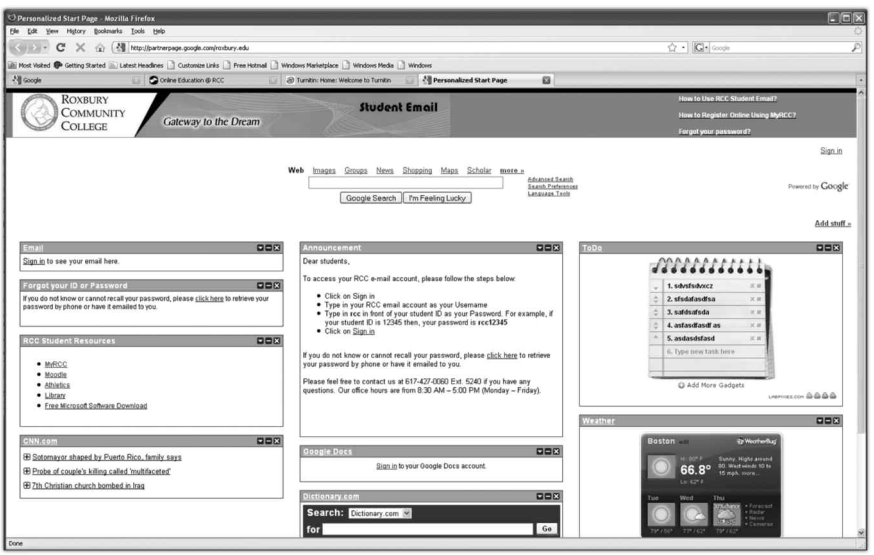


Figure 2 - http://mail.roxbury.edu

MyRCC

MyRCC is RCC's implementation of Jenzabar's Internet Campus Solution (JICS), which is a portal student information system. It provides a single point of access to communications, web services, community building, and e-learning applications. JICS allows students to:

- Register for (Add) courses
- Drop courses
- Sign up on a waiting list for a course
- View personal course schedule
- Search for courses meeting certain criteria
- View a complete course schedule
- Update address and other personal information
- Download course handouts
- View/print unofficial transcript
- View account balance
- View grades/GPA

Logging into MyRCC

To login to MyRCC, follow the steps below.

1. Open an internet browser (Internet Explorer, Google Chrome, Firefox, Safari).
2. Go to http://myrcc.rcc.mass.edu *(see figure 3)*
3. Type in your **User ID** and **PIN**, then click on **Login**.
   a. Your User ID is your Student ID.
   b. Obtain your **PIN** (Personal Identification Number) from your advisor or an Academic Dean. For example, **User ID**: 12345 and **PIN**: W43X8Q

BEST PRACTICE: We recommend that you change your default password to something more secure and something you will remember. Once you have logged in, you can change your password under **Personal Info → Password**.

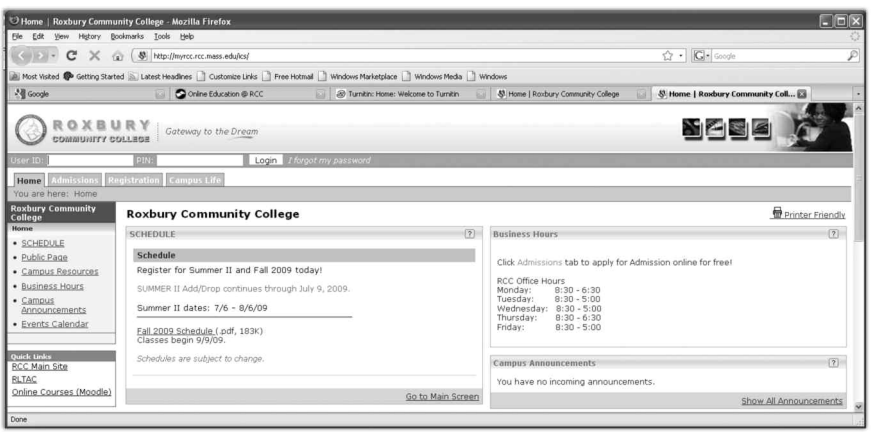


Figure 3 - http://myrcc.rcc.mass.edu

Moodle

Moodle is a web-based course management system (CMS) or virtual learning environment (VLE). Moodle stands for Modular Object-Oriented Dynamic Learning Environment. It is an open source software system designed using sound pedagogical principles that help educators create effective online learning communities.

Logging into your Online Course

To log into your online course in Moodle, follow the steps below.

1. Open an internet browser (Firefox works best with Moodle) and
2. In the web address field, type: http://moodle.rcc.mass.edu *(see figure 4)*
3. In the top right corner of the screen, click on **(Login)**.
4. Type your **username** and **password**.
   a. Your username is the first part of your e-mail address (without the @roxbury.edu). For example, if your e-mail is JMSmith4@roxbury.edu, your username is JMSimth4.
   b. Your default password is your student ID. For example, 12345.
5. Click on the **Login** button.
6. Click on the link of the course you want to enter.

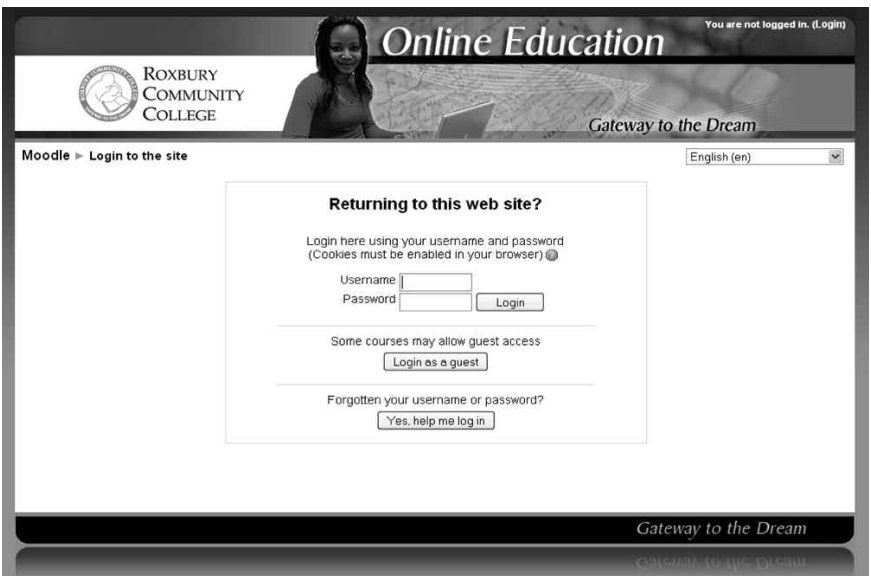


Figure 4 - http://moodle.rcc.mass.edu

Turnitin

Turnitin is a digital assessment suite that allows educators to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases, grade papers online, to create Peer Review assignments that students use to evaluate and learn from one another's work, and manage grades and assignments online.

Your instructor may ask you to submit a paper using Turnitin.

To submit a paper to Turnitin follow the steps below:

1. Open an internet browser (Internet Explorer, Google Chrome, Firefox, Safari).
2. In the web address field, type: *http://www.turnitin.com (see figure 5)*
3. Click on the **New User** link.
4. Follow the directions on this page to help you create your user profile. You need the class **ID** and an **enrollment password** from your instructor. Once you finish creating your profile, you will be logged in to Turnitin.
5. Click on your class name to open the class portfolio.
6. To submit a paper, click the **submit** button next to the paper's assignment.
7. Enter a **title** for your paper.
8. Click the browse button and locate the paper you want to submit on your computer. Turnitin accept submissions in the following formats: MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text (.txt).
9. Click **submit** to upload your paper.
10. Make sure you selected the correct paper; click "**yes, submit**" to finalize your submission. A confirmation receipt will be e-mailed to you.
11. Click the **portfolio** icon to return to your portfolio and view your submission.

Figure 5 - www.turnitin.com

Financial Aid

How to Apply

Financial Aid applications must be completed annually. All students are encouraged to apply. Many times changes in circumstances, such as decreases in income or enrollment of additional family members in college can lead to eligibility for a previously ineligible student. In order to apply for financial aid, students should complete the Free Application for Federal Student Aid (FAFSA) in accordance with the priority deadlines that follow.

FAFSA's are available at the Financial Aid Office. Applicants may also contact the Financial Aid Office by calling 617-541-5322 to request that a FAFSA be mailed to them. When completing the application, please note that the RCC Title IV code is 011930. Students should retain a copy of their FAFSA form and keep all documents that were used to complete the FAFSA in an accessible place. Applicants will be notified in writing if additional documentation such as tax returns is needed.

Eligibility Requirements

In order to be eligible for financial aid, an applicant must be a United States citizen or an eligible non-citizen enrolled or accepted for enrollment in an eligible program. Additionally, the applicant must maintain satisfactory academic progress, comply with Federal Selective Service Law, not be in default on any educational loans, or owe a refund on any federal grants or loans to any institution. Students who have obtained a previous bachelor's degree at any U.S. or foreign institution are not eligible for financial aid.

Financial aid awards are subject to change if any of the factors used to calculate eligibility from the Free Application for Federal Student Aid (FAFSA) change after the date of original application. Other examples of factors that impact eligibility include increases in income and changes in family size and/or in the number of family members enrolled in college. Students are strongly advised to consult with the Financial Aid Office if they are contemplating a change in enrollment status.

Priority Deadlines

TERMS	DEADLINES
Fall/Spring students	***May 1***
Spring only students	***November 1***

In order to be considered for summer financial aid, applicants must be enrolled as half-time students. Applicants should also be aware that summer financial aid funds are available on a limited basis. Summer financial aid applications are available at the Financial Aid Office after February 1.

Title IV Refund Policy

The calculation of the return of Title IV Funds is determined by the date that the student withdraws, which is:

- The date the student began Roxbury Community College's withdrawal process;
- The date the student officially notified the institution of intent to withdraw;
- The midpoint of the enrollment period for a student who leaves without notifying the institution (an unofficial withdrawal)
- The student's last date of attendance at a documented academically related activity.

Title IV aid and all other aid is earned during the time a student is attending Roxbury Community College. The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester, up to the 60% point. Return of Title IV funds is no longer necessary after that point. If the student withdraws from all courses after the 60% point in the semester, Title IV aid is viewed as 100% earned. However, if a student withdraws prior to that 60% point, the student may owe back part of his or her financial aid if the financial aid office determines the student has received an amount larger than the earned amount.

The refund policy for state financial aid is the same as the federal policy, however 100% of state aid is earned at the 50% point. A copy of the worksheet used for this calculation can be requested from the Roxbury Community College Financial Aid Office.

The term "Title IV Funds' includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)

In accordance with federal regulations, financial aid funds are returned and allocated in the following order:

1. Unsubsidized FFEL
2. Subsidized FFEL
3. FFEL PLUS

4. Federal Pell Grant
5. Federal SEOG Program
6. Other Title IV programs
7. Other state, private, and institutional aid
8. The student

Roxbury Community College will also return any funds necessary to Title IV programs upon completing the calculation. The student's responsibilities in regard to the return of Title IV funds include repaying to the Title IV or state programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds Calculation. The procedures and policies listed above supersede those published previously and are subject to change. Please contact the Financial Aid Office if you have any questions about the new policy.

Appeals Process

If a change in family circumstances impacts an applicant's ability to help finance his/her education, the applicant may request financial aid reconsideration. All requests for reconsideration can be initiated by obtaining an Appeal Form at the Financial Aid Office. Examples of typical appeals include a loss of employment, a reduction of income of a parent and/or spouse, or uninsured medical expenses. Students have the right to request a one-time, non-satisfactory academic progress waiver if they fail to attain a satisfactory GPA and/or course completion rate. If financial aid recipients experience circumstances that impact their school work, they have the right to apply for a waiver. Reasons to appeal may involve, for example, a documented illness of a student or of a spouse. Because it is difficult to define all the possible reasons that could lead to non-satisfactory academic progress, students should contact the Financial Aid Office for instructions on how to submit a written appeal.

Employment

Roxbury Community College is a participant in the Federal College Work-Study Program. Funds for this program are awarded to eligible students as part of the financial aid application process. Federal program regulations require that a percentage of these funds be earmarked to community service related work. A listing of community service positions is available at the Financial Aid counter. All other work-study positions are assigned to various departments in the college by the Financial Aid Office at the beginning of each semester.

Alternative Financing

The Business Office offers a tuition payment plan. The College has several private loan-financing options available to students and families who have needs that cannot be met with federal or state financial aid. Interested students should contact the Financial Aid office to discuss these options.

Individual Assistance

The Financial Aid Office provides personalized service to our students. Students requiring personalized service should feel free to stop by the Financial Aid Office in Room 201 of the Administration Building or call our office at 617-541-5322.

A Second Associate Degree

Students who have received one associate degree at RCC may be eligible for financial aid, in the form of Pell Grants only, for credits toward a certificate or a second associate degree at RCC. The student must first apply for readmission and declare to the Office of Admissions that he or she is pursuing a new degree or certificate. Then the student must meet with an academic advisor at the Advising Center to determine which courses will be required in order to obtain the certificate or second degree and must submit this information to the Financial Aid Office. The student will be eligible for financial aid only for the courses required to complete the degree or certificate.

Academic Standards for Financial Aid Eligibility

Students should be aware that academic standards used to determine financial aid eligibility differ slightly from the Division of Academic Affairs. Guidelines for Satisfactory Progress consider only the student's GPA, whereas academic standards for financial aid eligibility are based on total credits attempted and a minimum required GPA that includes courses from which a student has withdrawn. Satisfactory Progress is evaluated at the end of every academic semester.

Satisfactory Academic Progress and Financial Aid Policy (2013-2014)

OVERVIEW: Several factors depend upon whether a student is eligible for financial aid, which are explained in greater detail below. However, as a brief introduction to this policy the following criteria must always be considered in regard to whether a student can obtain financial aid. The criteria are: (1) cumulative[1] grade point average, (2) percentage of completed versus attempted credits which must be greater than or equal to 66.67% (2/3), and (3) that a student will be able to complete his or her degree or certificate program within the 150% rule based upon attempted credits. Please note, transfer credits that apply to a student's program of study are calculated as attempted and earned credits as they apply to the 150% rule.

Students should be aware that the standards used by Financial Aid to determine satisfactory academic progress are more challenging than the academic standards that exist in the Division of Academic Affairs. Please note that the Financial Aid Office evaluates all students' satisfactory academic progress at the end of every semester. All RCC students are expected to make satisfactory academic progress toward the completion of their certificate or degree in order to receive financial aid. A minimum cumulative GPA and credit completion rate of **66.67% (2/3)** are required at the end of each semester of attendance.

Satisfactory Academic Progress Appeals

Students not making satisfactory academic progress, have the right to file an Academic Progress Appeal form accompanied by supporting documentation including an approved academic plan from the Advising Center prior to mid-semester. Appeals may be approved

[1] Cumulative Grade Point Average is determined by averaging grades from all ESOL, developmental courses, and college-level classes taken at RCC.

based on documented extenuating circumstances. We strongly advise you to contact the Financial Aid Office if you have any questions regarding this policy.

Good Financial Aid Standing

CREDITS ATTEMPTED	MINIMUM CUMULATIVE GRADE POINT AVERAGE
0-14	1.70
15-29	1.70
30 or more credits	2.00

The College considers a student to be in Good Financial Aid Standing if he or she successfully completes 66.67% (2/3) or more of the total numbers of credits attempted with a cumulative grade point average (GPA), which meets the criteria in the chart above. Courses with a grade of AP, I, F, W or WA are not considered to be completed successfully. However, courses with a grade of AP, I, F, W and WA will be considered attempted credits. **Please note, the fact that beginning in Fall 2013 WA grades will also be considered attempted credits is a new rule.**

If you receive an incomplete (I) grade and you do not pass the course by the end of the following semester with a grade of C or better, you may be responsible for paying back financial aid due to a change in the recalculation of your satisfactory academic progress, as a result of the Registrar receiving a grade change form from your professor.

Financial Aid Warning

A student is placed on Financial Aid Warning Status when he or she is not in Good Financial Aid Standing. A student placed on Financial Aid Warning Status will be eligible for financial aid for one subsequent semester. The student must meet with a member of the Advising Center staff to develop an academic plan to improve his or her academic standing. This educational improvement plan *may* include, but is not limited to one or more of the following components:

- Reduction in the student's course load (e.g. 10-credit maximum)
- Assessment and/or re-assessment to ensure correct course placement
- Required participation in one or more academic support programs (Tutoring, Writing Center, Math Lab, Supplemental Instruction, or Language Laboratory)

Ineligible for Financial Aid

Students who fail to achieve a minimum satisfactory cumulative GPA and credit completion rate of **66.67% (2/3)** at the end of a Financial Aid Warning semester, will be placed on Financial Aid Ineligible Status and not be eligible to receive federal or state aid**. Please note that students placed on ineligible status due to unsatisfactory course completion or unsatisfactory cumulative GPA have the right to submit a Financial Aid Satisfactory Progress Appeal. All appeals must include supporting documentation and an approved Academic Plan from the Academic Advising Center.**

Maximum Credits for Financial Aid (150% Rule)

Financial Aid cannot be used to pay for courses that exceed more than 150% of the maximum needed credits to achieve an Associate Degree or an eligible Certificate Program. For example, if your program requires 60 credits, you will only be allowed to receive financial aid for 90 credits. In the case of a 30 credit certificate program, the financial aid maximum credits would be 45. Additionally, once it becomes apparent that a student will not be able to complete his or her Associate Degree or eligible Certificate Program within the 150% rule that student will be denied financial aid even if he or she has not yet reached the 150% threshold. Therefore, it is essential that you develop a concise academic plan and enroll in classes that will enable you to complete your academic program. **Transfer credits that are accepted by RCC toward a student's program of study (major) will be considered attempted and earned as it applies to the 150% rule.**

Add/Drop Period

It is essential that you drop your classes during the Add/Drop period if you do not intend to complete them. **Please note that incomplete and/or withdrawn classes count as credits attempted but not earned and will impact Satisfactory Academic Progress. Students are responsible for payment on Incomplete and Withdrawn Classes. Beginning in Fall 2013 WA grades will also be considered attempted credits.**

Course Selection and Financial Aid Eligibility

Financial Aid cannot be used to pay for courses that are not required by your Associate Degree or Certificate program. If it is discovered that you have registered for courses outside of your degree/program financial aid will be canceled and you will be fully responsible for the charges associated with the non-required course(s). Therefore, it is essential that you consult with an academic advisor prior to registering for classes.

Developmental Courses

A student can enroll for more than 30 developmental credits with a written waiver from their academic advisor. However, *Financial Aid cannot be used to pay for more than 30 developmental credits under any circumstances.* Please note that all developmental courses must provide a pathway to an eligible academic certificate or degree program.

ESOL Courses

A student may receive financial aid funds for English for Speakers of Other Languages (ESOL) courses that are part of a larger eligible program. There are differences though: ESOL courses do not count against the one-year limitation on developmental coursework mentioned above.

Repeat Course Policy

Students may receive Financial Aid for a required course in which they receive a D or higher, one time. However, Financial Aid will not pay for a repeat course if a student obtained the highest grade for that course. Financial Aid will not pay for additional repeats of a course that the student has passed. Conversely, there is no limit to the number of

times a student may be paid to retake a failed course (F). However, if the student has previously passed that course, Financial Aid will not pay for an additional repeat.

When a student repeats a course and receives a higher grade, the lower grade is no longer computed into the grade point average. However, both the original and subsequent grade earned will remain on the student's permanent record. For example, if a student receives a D in a course and retakes the course and receives a C-, the C- will replace the D in the student's GPA. However, the D will remain on the student's transcript. If the grade for the repeated course is the same, or lower, than the previous grade, then the credits will not count toward the student's degree. Please note, every time a student repeats a course that course is applied to a student's attempted and earned credits, as it relates to the satisfactory academic progress policy and the 150% rule.

Courses that are officially dropped or withdrawn will not impact the repeat course policy. However, withdrawn courses will count as credits attempted. It is important to note that the College's standards for satisfactory academic progress for federal financial aid require that a student be able to complete a program or degree within 150% of the credits required for that program or degree. Excessive repeat courses and withdrawals will have an impact on this requirement. All courses attempted, including withdrawals, are counted towards the 150% calculation.

*Please note: There may be an exception for students enrolled in Health Sciences Division Programs. Please refer to the program Handbook.

Lifetime Pell Award

In December 2011, President Obama signed into law the Consolidated Appropriations Act, 2012 (Public Law 112-74). This law has significantly impacted the Pell Grant Program. **Beginning in fall 2012, students are now limited to 12 full-time semesters (or 600%) of Pell Grant eligibility during their lifetime.** This change affects all students regardless of when or where they received their first Pell Grant.

For example, if you have attended college on a full-time basis for 4 years or longer, receiving the Pell Grant each year, you are likely to exhaust or have already exhausted your lifetime limit of 12 semesters of Pell Grant eligibility.

If you have attended college on a half-time basis for 8 years or longer, receiving the Pell Grant each year, you are likely to exhaust or have already exhausted your lifetime limit of 12 semester of Pell Grant eligibility. Whether you have used all of your Pell Grant eligibility or only half, please be conscious about the lifetime limit of the Pell Grant when changing majors and/or scheduling classes.

For further information contact the Financial Aid Office at 617-541-5322 or stop by the Office located in the Administration Building, 2nd Floor, Room 201.

Other Important Financial Aid Policy Information

1. To remain eligible for financial aid, students must successfully complete a minimum of 66% of the total of all classes taken since enrolling at RCC and maintain a minimum GPA of 2.0. Since this measurement is based upon a student's cumulative academic work at RCC, his or her performance in an individual course may have no impact on his

or her financial aid eligibility. However, accumulation of failed courses, withdrawals, and incomplete grades could affect a student's eligibility.

2. If a student withdraws from courses after the Add/Drop deadline, the student's financial aid eligibility for the current semester will decrease if it occurs before the 60% credits point. However, as mentioned above, accumulated withdrawals could affect a student's eligibility as all course withdrawals decrease his or her completion rate which must be maintained above 66% for financial aid eligibility to continue.
3. Withdrawing from all courses after the Add/Drop deadline is considered withdrawing from the College. If a student withdraws from all courses when 60% of the academic semester has passed, his or her financial aid eligibility must be recalculated per federal and state regulations. This recalculation will determine how much of the student's financial aid award has been earned during the weeks before the official withdrawal from courses. When the recalculation is done, a balance could be owed to the RCC Business office.
4. The U.S. Department of Education mandates that students who fail all of their courses during an academic semester must prove that they have continued attending those courses beyond 60% of the semester. Failure to provide proof will require the financial aid office to recalculate a student's financial aid eligibility. As a result, a balance will be owed to the College for the semester. This is the case even when a refund check has been issued to the student.
5. Changing a major may compel students to take additional courses that could hinder them from completing their degree or certificate requirements within the 150% of the standard length of the academic major. Also, when students change their academic major from degree-seeking to certificate-seeking, the previous classes the student attempted will be counted in the determination of their financial aid eligibility. For example, a certificate requires 30 credits for completion; for financial aid consideration a student must finish his or her coursework within 45 credits attempted.

Legal Rights of Financial Aid Recipients

Students receiving federal student aid have certain legal rights. Students' rights include the following:

- The student has the right to know what financial aid programs are available at RCC.
- The student has the right to receive a listing from the financial aid office of the agency in each state which may be contacted regarding grants available to residents of that state.
- The student has the right to know the deadlines for submitting applications for each of the financial aid programs available.
- The student has the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- The student has the right to know how his/her financial need was determined.
- The student has the right to know what resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of his/her financial need.

- The student has the right to know how much of his/her financial need, as determined by the institution, has been met.
- The student has the right to request an explanation of the various awards in his/her student aid package.
- The student has the right to know the school's refund policy.
- The student has the right to know what portion of the financial aid he/she receives must be repaid, and what portion is grant (free) aid. If the aid is a loan, the student has the right to know what the interest rate is, the total amount that must be repaid, fees during repayment, the payback procedures, the length of time he/she has to repay the loan, when repayment is to begin, and available options for consolidation.
- The student has the right to know how the school determines whether he/she is making satisfactory academic progress, and the results of not meeting these standards.
- If the student is offered a College Work-Study job, he/she has the right to know the required work hours, the job duties, the rate of pay, and how and when paychecks are received.
- If the student believes a mistake has been made in determining his/her financial aid eligibility, he/she has the right to ask that his/her financial aid application be reconsidered.
- If the student has a loan and the lender transfers (i.e. sells) the loan and the right to receive payments, the student must be sent a notification telling him/her to whom he/she must now make payments.
- Lenders from all sources must provide borrowers with a copy of the complete promissory note.
- The student has the right to prepay a loan without penalty. This means that he/she may at any time pay in full the loan balance and any interest due without being charged a penalty by the lender for early payment.
- If the student cannot meet a loan repayment schedule, he/she may request forbearance from the lender under which the payments may be reduced for a specific period of time.
- In borrowing money, the student assumes the responsibility for repaying the loan. If circumstances arise which make it difficult to meet this responsibility, he/she should contact the lender.

Legal Responsibilities of Financial Aid Recipients

Students receiving federal student aid have certain legal responsibilities. Student responsibilities include the following:

- The student must complete all application forms accurately and submit them on time to the appropriate location.
- The student must provide correct information. The intentional misreporting of information on financial aid application forms is a violation of the law and is considered a criminal offense which could result in indictment under the U.S. Criminal Code.

- The student must return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which an application was submitted.
- The student must report to the Financial Aid Office any additional financial resources received by him/her during the period of his/her financial aid award.
- The student is responsible for reading and understanding all forms that he/she is asked to sign and for keeping copies of the forms.
- The student must accept responsibility for all agreements that he/she signs.
- The student must perform the work that he/she has agreed upon in accepting College Work-Study or regular student employment.
- The student must be aware of and comply with the deadlines for application or reapplication for aid.
- The student should be aware of the school's refund policy.
- All schools must provide information to prospective students about the school's programs and performance. The student should consider this information carefully before deciding to attend school.
- If the students receives a loan, he/she must notify the lender if any of the following occurs before the loan is repaid:
    - Graduation
    - Withdrawal from school or less than half-time enrollment
    - Change of address
    - Name change
    - Transfer to other school(s)
- The student may be required to attend an exit interview if enrollment drops below 6 credit hours; or if he/she graduates, transfers to another school, or fails to enroll for any long semester.
- The student must repay any loan received at R.C.C., plus accrued interest, in accordance with the repayment schedule.
- In borrowing money, the student assumes the responsibility for repaying the loan. If circumstances arise that make it difficult to meet this responsibility, he/she should contact the lender. The student must notify the lender (federal/state/private) of any occurrence which may affect eligibility for a deferment of repayment.

Institutional Policies

Affirmative Action

One of the many strengths that enables Roxbury Community College to fulfill its mission is the existing diversity of its faculty, staff, and students. The College recognizes and assumes its legal, moral, and social responsibility to address racism and ethnic, cultural, and religious bias and intolerance. Roxbury Community College works diligently to promote a policy of non-discrimination, affirmative action, and inclusion. Roxbury Community College maintains and promotes a policy of non-discrimination in employment and education on the basis of race, creed, religion, gender, sexual orientation, age, disability, veteran's status, marital status, and national origin. We are committed to a policy of affirmative action, equal access, equal opportunity, equal education, non-discrimination, and diversity.

The complete text of this policy is available in the office of Human Resources.

Building Evacuation Procedure in an Emergency

1. When an alarm sounds, listen carefully to instructions received via the public address system.
2. If you receive instructions to evacuate, walk to your designated stairwell (see floor plan below). Do not use elevators while an alarm is sounding.
3. When exiting your classroom, laboratory, or office areas, take only wallets and handbags; all doors should be closed not locked.

4. When descending the stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.
5. Proceed cautiously to your designated relocation area unless otherwise instructed. (the following are designated areas for relocation: parking lot 1 for the student center, academic south plaza for academic south, academic north plaza for academic north and the media arts plaza for both the administration and media arts). Do not panic.
6. Once you reach your designated relocation area, remain there for further instructions or the "all clear" command is given.
7. No one should under any circumstances return to the building unless directed by the p.a. announcement.

THIS EVACUATION PROCEDURE HAS BEEN POSTED ON WALLS AND IN ALL HALLWAYS AROUND CAMPUS FOR YOUR SAFETY.

Children on Campus

It is inappropriate and often disruptive for children to attend classes with their parents. Please make arrangements to have dependable day care for your children, especially during February and April vacations when public schools are closed. When children are on campus, they must be supervised by at all times an adult.

Computer Policy

A. Background

Roxbury Community College's information technology resources have been assembled to facilitate the pursuit of excellence in the College's missions of teaching, learning, and service to the greater Roxbury community. The opportunity to use computing systems and software, as well as internal and external data networks, is important to all members of the College community. To preserve that opportunity for the full community, each individual faculty member, staff member, and student must comply with institutional and external standards for acceptable use of these shared resources. Although modest personal use of College-supplied technology resources may improve the skills of individual users and otherwise contribute indirectly to the College's mission, these resources should be used primarily for College-related educational and administrative purposes. By using College information technology facilities and resources, users agree to abide by all related College policies and procedures, as well as applicable federal, state, and local law. Violations may result in College disciplinary action or referral to appropriate external authorities.

The use of College computing resources-like the use of any other College-provided resource and like any other College-related activity-is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not those restrictions are built into the operating system or network and whether or not they can be circumvented by technical means.

B. Scope of Policy

This acceptable use policy applies to all users of College information technology (IT) resources. This includes the resources under the management or control of the Information Technology Department (IT). Definitions to be used in this policy include the following:

A "user" is defined as any individual who uses, logs into, or attempts to use or log into, a system; or who connects to, or attempts to connect to or traverse, a network, whether by hardware or software or both, whether on campus or from a remote location. The term "user" thus includes faculty, staff, students, consultants, and other customers.

"Information technology resources" are those facilities, technologies, and information resources required to accomplish information processing, storage, and communication, whether individually controlled or shared, stand-alone or networked. Included in this definition are all classroom technologies, communication devices and services, such as, but not limited to, computers, printers, modems, e-mail, fax transmissions, video, multi-media, instructional technologies, and administrative systems policy.

C. Security and Privacy

The same principles of academic freedom and privacy that have long been applicable to written and spoken communications in the College community apply also to electronic information. The College cherishes the diversity of perspectives represented on this campus and, accordingly, does not condone either censorship or the casual inspection of electronic files.

The College employs various measures to protect the security of its computing resources and of its user accounts. Users should be aware; however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing passwords regularly. The College respects encryption rights on its networks and may itself encrypt information and transactions when secure confidentiality is an obligation.

Users should also be aware that their use of College computing resources is not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup of data and communication records, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also inspect files or monitor usage for a limited time when there is probable cause to believe a user has violated this policy. Inspections or monitoring related to violations of this policy must be authorized in advance by the Chief Information Officer or by the Chief Information Officer’s designee, in consultation with College counsel. Such inspections or monitoring will be conducted with notice to the user, unless, after consultation with College counsel, it is determined that notice would seriously jeopardize substantial interests of the College or of third parties. In addition, a supervisor or principal investigator may find it necessary to retrieve a file of assigned work by inspection without notice when an employee is unavailable for timely consultation.

In addition, users should be aware that their right to privacy in electronic records may be subject to the College's obligation to respond to subpoenas or other court orders, reasonable discovery requests, and requests for documents pursuant to Commonwealth of Massachusetts laws. College administrative records are subject to public record requests, unless an express exception recognizes the confidentiality of the material. By statute, public records include all "records, documents, tape or other information, stored or preserved in any medium," whether generated by College administrators, faculty, or staff. Although it is the College's position that personal electronic files of faculty, staff, and students are not ordinarily to be considered "public records," users should be aware that a court of law, and not College officials, may ultimately decide such issues.

D. Individual Responsibilities

D1. Use resources appropriately. Uses that interfere with the proper functioning of the College's information technology resources are prohibited. Such inappropriate uses would include but are not limited to insertions of viruses into computer systems, tapping network or running a "sniffer" program, e-mail abuse, Internet abuse, chain letters, destruction of another's files, use of software tools that attack IT resources, violation of security standards, and the like.

Sending and receiving e-mail involves the same responsibilities and approach as would be used when sending or receiving any other form of communication - written or printed mail, fax, telephone call, etc. In general terms, anything that might be unacceptable, and possibly illegal, in other forms of communication will be equally unacceptable and possibly illegal online. E-mail abuse is defined as:

- Sending frivolous or excessive messages, including junk mail, "spamming", chain letters", and other types of unsolicited messages;
- Sending unauthorized broadcast or mass e-mail messages;
- Interfering with the normal operation and availability of electronic communication systems and services such as e-mail;
- Sending messages that contain offensive, obscene, or otherwise objectionable material.

Internet abuse is defined as use of College provided Internet services for viewing, sending, or retrieving any of the following:

- Pornographic material.
- Commercial or for-profit purposes.
- Personal and private enterprise.
- Personal advertisement or political lobbying.
- Actions that would destroy, modify, or abuse hardware and software.
- Actions that would overload the system bandwidth, such as the downloading of music files.
- Infiltration of a computer or computing system for any reason.

Roxbury Community College reserves the right to monitor Internet use, and determine if specific uses are consistent with these acceptable use practices. Users should also be advised that, in addition to being a violation of College rules, certain computer misconduct is prohibited under Massachusetts General Laws, c.266 subsection 33 (a) and 12 (f) and is, therefore, subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges, and destroying of electronically processed, stored, or in–transit data.

D2. Respect the rights of others. Interference with the ability of other users to make appropriate use of the resources is prohibited. Such inappropriate uses include, without limitation, invading the privacy of another's files or otherwise gaining unauthorized access to the files of another. Such uses would include but are not limited to denial of service attacks, misrepresentation, forgery, use of software tools that attack IT resources, and the like.

D3. Adhere to data access policies. Accessing restricted data without permission or need to know is prohibited. Where access to restricted data is permitted, use of such data shall be limited to the purpose for which access was authorized. Secondary use of College data subject to access restriction, without adhering to the restrictions, is also not permitted.

D4. Adhere to software licenses. Persons loading software on any College computer must adhere to all licensing requirements for the software. Except where allowed by College site licenses, copying software licensed for College use for personal use is a violation of this policy. Users are responsible for adhering to agreements for databases licensed by the College.

D5. Avoid personal use. Information technology resources, particularly e-mail, shall not be utilized for personal use, commercial gain, for charitable solicitations, for personal political activities, such as campaigning for candidates for public office, or for lobbying of public officials. For purposes of this policy, "lobbying" does not include individual faculty or staff sharing information or opinions with public officials on matters of policy within their areas of expertise.

D7. Use College name as authorized. Unless authorized to speak for the College, users should avoid creating the impression they are doing so. Users shall take appropriate steps to avoid the possible inference that communication of a message via the College e-mail system or posting to an electronic forum connotes official College authorization or endorsement of the message.

D8. Obey external laws. Information technology resources shall not be used in a manner that violates federal, state, or local law, including without limitation the federal requirement that the College provide employment and educational environments free from race-based or gender-based hostility, state criminal laws forbidding harassment, exhibition of obscene materials to minors, rental or sale of hard core pornography, official misconduct, computer crime, and federal and state copyright and fair use laws.

D9. Adhere to security requirements. Users will not share their network ID and password with any other user or unauthorized person on or off campus.

E. Administration and Enforcement

RCC's Information Technology department is charged with communicating this policy to the user community to ensure the appropriate use of these resources. Requests for interpretation of the policy as applied to particular situations may be directed to the appropriate College administrator, such as the Office of Human Resources, IT, or to the Office of the Community College General Counsel.

Reports of apparent violations of the policy may be made to IT, to an employee's supervisor, the Human Resources Department or, in the case of a student, to the Office of the Vice President for Enrollment Management and Student Affairs. Where violations of law are alleged, College Security Office or the Office of the Community College General Counsel should be contacted. In most instances, concerns of possible violations of this policy will be addressed informally by discussion or admonition. Where sanctions are appropriate, they may include a formal reprimand, loss of user privileges for a definite or indefinite period, termination of employment, or, in the case of a student, probation, suspension, or expulsion from the College.

A Supervisor, Department Manager, Dean, or Vice President will address violations of this policy by staff members and have full authority to sanction an immediate stop to the actions in question. Appeals from any formal disciplinary action taken against a unit professional staff member will be governed by their specific contractual grievance procedure. The Complaint Procedure of the Board of Higher Education Non-Unit Professionals Personnel Policies will govern non-unit staff. The Vice President of Enrollment Management and Student Affairs will address violations of this policy by students.

F. Disclaimer

The College makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. The College will not be responsible for damages resulting from the use of communication facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a College employee, or by the user's error or omissions. Use of any information obtained via the Internet is at the user's risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communication facilities and services, except material represented as an official College record. The College also does not accept responsibility for removing material that some users may consider defamatory or otherwise offensive. Users should be advised, however, that dissemination of such material may subject them to liability in other forums.

CORI Policy

In order for a student to be eligible to participate in an academic, community, or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information

(CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing a student's CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

SORI Policy

In addition to the review of student's CORI for particular programs, Roxbury Community College may now also access a student's Sex Offender Registry Information (SORI). For additional information or clarification, students should contact the Dean of their program.

For more information regarding the College's CORI/SORI check process, please contact Human Resources, Administration Building, Room 313.

Sexual Harassment

Introduction

Roxbury Community College is committed to providing and promoting an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the College. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is also unlawful. To maintain our goal of providing a workplace and campus that is free from sexual harassment, this policy provides a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Allegations of sexual harassment will be taken seriously, and will be responded to promptly. Complaints of sexual harassment and inappropriate conduct will be investigated in a timely manner and the College will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is as follows: "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or

b. Advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a hostile, offensive, intimidating, or humiliating workplace or academic environment to employees or students may also constitute sexual harassment.

The following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons or images;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and, Discussion of one's sexual activities.

All employees and students should take special note that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful.

Complaints of Sexual Harassment

If any student or employee believes that he or she has been subjected to sexual harassment, the student or employee should file a complaint with the Vice President for Enrollment Management who is the Title IX Coordinator/Students, with the Chief Human Resources Officer, who is the Title IX Coordinator/Employees, or with any Campus Security Authority (CSA) listed on the RCC.edu web site.

Sexual Harassment Investigation

When a complaint or report alleging sexual harassment is received, the matter will be handled promptly with the goal of making the individual filing the complaint feel as safe and supported as possible during this process. The investigation will be conducted confidentially, to the extent practicable. If it is determined that a policy violation has occurred, prompt action will be taken to eliminate the offending conduct, and where appropriate, disciplinary action will be imposed. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, where applicable.

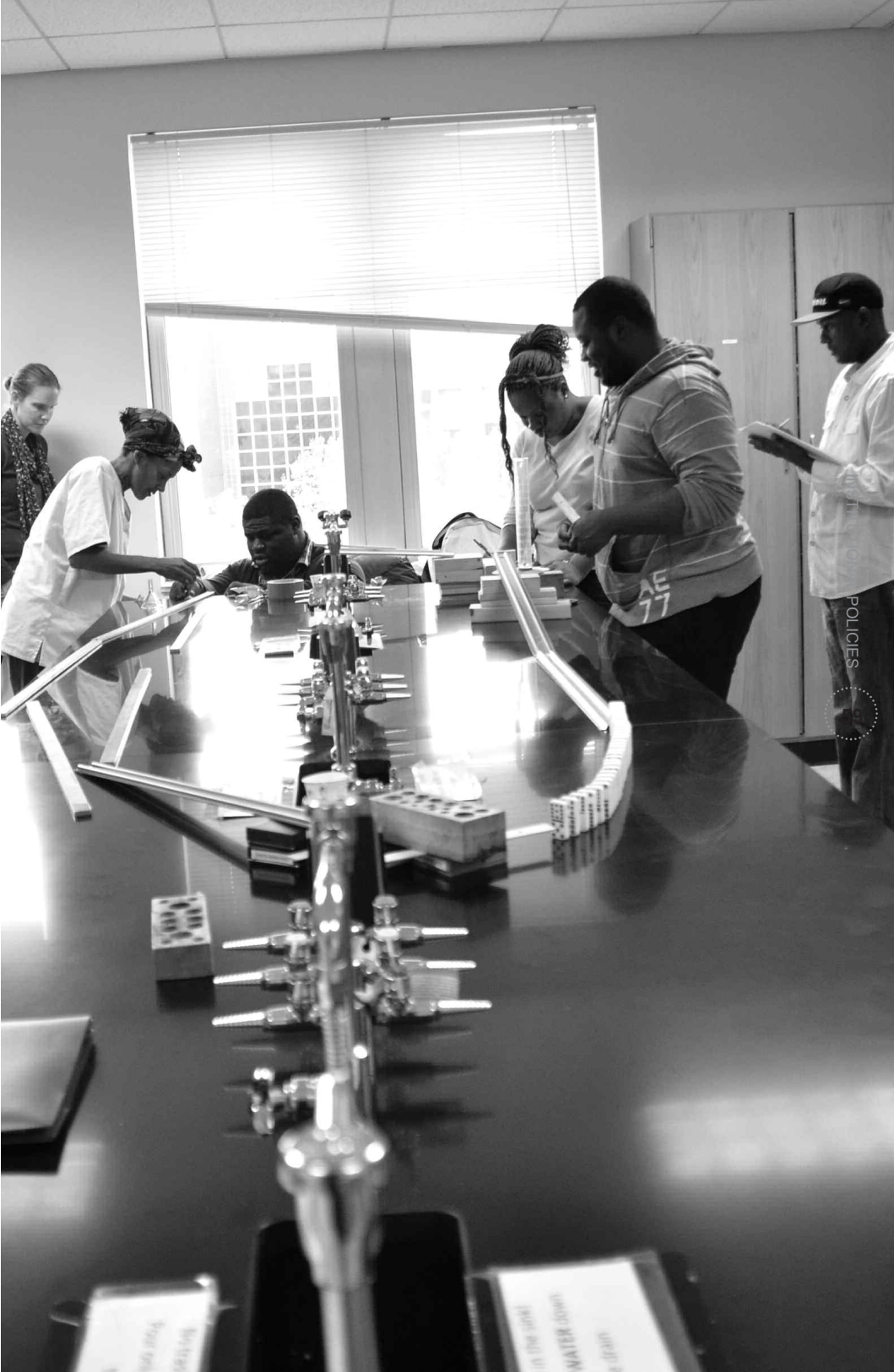
Disciplinary Action

If it is determined that a violation of this policy has occurred the College will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or expulsion from the College. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, where applicable.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies listed below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies.

- United States Equal Employment Opportunity Commission ("EEOC")
  John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203
  1-800-669-4000
- Massachusetts Commission Against Discrimination ("MCAD")
  Boston Office: One Ashburton Place - Room 601, Boston, MA 02108
  (617) 994-6000
- The Office for Civil Rights, U.S. Department of Education Government Center,
  J.F. Kennedy Federal Building – Room 1875, Boston, MA 02203
  (617) 289-0111 – TDD: 877-521-2172


POLICIES

Registrar

Attendance

Students are required to attend classes in which they have enrolled no later than the third class meeting, for courses that meet three times or two times a week. For courses that meet once a week, a student must attend by the second class meeting. A student who does not attend and has not dropped by the drop deadline, will receive an NA (Never Attended) from the faculty member. If a student is unable to attend a class, it is the student's responsibility to make up work that was missed as a result of the absence. Each faculty member defines excessive absence in the course syllabus. If a student is excessively absent, a failing grade may be given for the course. Roxbury Community College supports and enforces the attendance policy as stated on every course syllabus.

Students who have missed, or know that they will miss, more than three consecutive classes due to illness should contact their dean and academic/faculty advisor. Upon receipt of documentation regarding the illness, the dean will notify the appropriate faculty in writing that the student's absence was due to a documented illness.

Auditing

An audited course does not earn a letter grade or credits toward a degree, certificate, or satisfy graduation requirements. However, students registering for a course on an audit-only basis will be charged for the course. The course will appear on the student's transcript

as a grade of "AU." An audited course does not show credits attempted or earned and will not be considered by the Financial Aid Office when awarding financial aid.

Change of Academic Major

To change your major:

1. Obtain a Change of Major Form from the Registrar in the Enrollment Center or Academic Advising.
2. Meet with your academic faculty advisor to discuss the change of program.
3. Complete the Change of Major Form and obtain the appropriate signatures.
4. Return the completed form to the Registrar's Office in the Enrollment Center.

NOTE: You may not register for courses in the new Major of Study until the form has been processed by the Registrar. When a major change is approved, you must meet all graduation requirements in effect at the time of the major change. Please be aware that a major change may lengthen the time needed to complete graduation requirements.

Change of Name and/or Address

If you change your name or address while enrolled at the College, you must complete a Change of Name/Address form, which is available at the Registrar in the Enrollment Center.

Enrollment Certification

Enrolled students who require verification of enrollment for payment of tuition and fees or insurance purposes must obtain a Request for Certification Form available at the Registrar in the Enrollment Center. The processing time for certifications is three-to-five business days. Certifications are stamped with the official school seal and placed in a sealed envelope. Certifications may be forwarded directly to a third party if requested by the student. There is no fee for this service.

Loan Deferment Certification

Students who have student loans from other institutions may submit their loan deferment forms to the Registrar in the Enrollment Center for enrollment verification. You may only be certified for current or previous semesters in which they were registered. There is no fee for processing loan deferment forms.

Transfer Credits

Students who have attended another college may apply transfer credits toward a degree program at Roxbury Community College.

The following criteria must be met:

1. The course must be required in the student's course of study or fulfill a general education requirement.
2. A grade of "C" or better was earned at a regionally accredited college or university.
3. Passing "P"grades will be accepted for transfer credit only as general elective credits when a student can demonstrate that the "P" grade is equivalent to a "C" or higher.

4. Credits earned ten years prior to enrollment at Roxbury Community College are not accepted for transfer credit unless approved by the Dean of Academic Affairs.
5. A maximum of 30 credits can be accepted for transfer toward an Associate Degree at Roxbury Community College.

Transcript Requests

Transcripts are available in the Registrar's Office in the Enrollment Center for a fee of $5.00. A Transcript Request Form must be completed and submitted. Allow 5 business days for processing requests. A same day official transcript may be obtained for $10.00. Transcripts will not be released if you have outstanding financial obligations to the College.

Veterans Counseling

We are happy to serve our Veterans. Please visit *www.gibill.va.gov* or contact your nearest VA representative (V.A. Buffalo: 888-442-4551) in order to obtain your Certificate of Benefits. Please bring a printed copy of your paper work that confirms your status as a current or former member of the United States Armed Forces (example: DD 214), waivers, Orders, and proof of health insurance to the Registrar's Office, Administration Building, Room 102.

Please visit *http://www.gibill.va.gov/GI_Bill_Info/CH33/Post-911.htm* for information concerning the Post 9/11 GI Bill. Please contact the Registrar's Office for further information and a Veteran's package. If you are a CURRENT MEMBER OF THE MASSACHUSETTS NATIONAL GUARD please visit the following website *http://mro.chs.state.ma.us/tuition/login.aspx* for instructions on how to receive your tuition and fee waiver. Finally, all veterans must complete the admissions process and provide proof of high school diploma or GED.

Senior Citizens

In the Day Division, residents of the Commonwealth of Massachusetts who are 60 years of age or older are eligible to enroll in credit courses on a space-available basis, tuition-free. However, all fees must be paid prior to the first class. Seniors may register with tuition waivers on a space-available basis. Seniors may also register for non-credit courses free of charge on a space-available basis. In the Division of Continuing Education, seniors are required to pay both tuition and fees.

Office of Student Life and Student Engagement

Academic Building, Room 353

Clubs and Organizations

The College recognizes that significant learning occurs outside the classroom. Through the Office of Student Life and Student Engagement, cultural, social, and recreational activities offer opportunities for students to share their ideas and experiences with one another in an atmosphere of acceptance and tolerance. All student clubs and organizations are assisted in their development through the Office of Student Life and Student Engagement. Although clubs and organizations vary in their activities from year-to-year, listed below are a sample the current clubs:

- Bible Club
- Brotherhood Initiative
- Cheerleading Club
- Chess Club
- Community Service Club
- Creative Writing and Poetry Club
- Criminal Justice Club
- Dance Club
- Economic Club
- Galileo Science Club
- International Multicultural
- Muslim Student Association
- Photography Club
- Pizza & Politics Club
- Nursing Club
- RCC Garden Club
- Sister 2 Sister Club
- Student Newspaper
- Technology Club
- Video Club
- Volleyball

(As of Fall 2012)

For more information contact the Director of Student Life and Student Engagement at (617) 541-5332, Academic Building, Room 353.

New organizations may be formed at the beginning of the fall semester. In order for a student club or organization to use the College name and facilities, you must submit an application for club recognition and have it approved by the Student Government Association. This form is available in the Office of Student Life and Student Engagement, Room 353 Academic Building. Each club must have a faculty or staff advisor, must be open to all students, and perform within the policies of the College and the Constitution of the Student Government Association.

Bulletin Boards

Bulletin boards are located in every College building. Any material posted on College bulletin boards must be approved and stamped by the Office of Student Life and Student Engagement. Postings of unlawful, threatening, abusive, libelous, defamatory, and/or obscene material are prohibited. Any material not stamped, or any material that is posted in places other than bulletin boards (i.e. pillars, walls and elevators), will be removed. All materials must be removed within 24 hours after the end of the activity.

Student Government Association

The Student Government Association (SGA) is comprised of 12 elected students, chosen each year by their peers, to act as the official representatives of the student body at Roxbury Community College. SGA represents students when issues and policies affect student life at Roxbury Community College, advises the College governance structure by serving on all College governance committees, and acts as liaison between the College administration and students. SGA assists in planning activities and overseeing the allocation of funds to recognized student clubs and organizations. The SGA Office is located in the Academic Building, Room 130.

Student Government Association meetings are held weekly during the Tuesday activity period. All students are invited to attend. Meeting notices are posted on campus bulletin boards, TV monitors and My RCC.

Student Lounge/Game Room

The Student Lounge is located on the first floor of the Academic Building, Room128. Cards, chess, and other board games for use in the lounges are available in the Office of Student Life and Student Engagement. The game room, where you can play ping-pong and pool, is located in the Academic Building, Room 132. Hours of operation are posted at the beginning of each semester.

International/Multicultural Student Institute

The International/Multicultural Student Institute at Roxbury Community College located in the Academic Building, Room 130 will provide a central meeting place and resources clearing house for RCC students and members of the larger RCC community. The Institute will foster cross cultural understanding through various workshops, multicultural activities, forums, and other activities. The Institute aims to enhance the overall educational experience of RCC students by emphasizing the great value found in our cultural diversity.

Mentoring for Success

Office of Student Life and Student Engagement - Academic Building, Room 353, Tel: 617-541-5328
Students have the opportunity to apply to the Mentoring for Success program and gain additional resources on campus. The program strives to empower first-generation college students (neither parent has received a higher education degree) to achieve both academic and personal success at Roxbury Community College. Through one-to-one mentoring relationships, the program supports students by assisting them with the confidence, resources, and support they need to achieve their potential. Students in the program are paired with a volunteer mentor and make a commitment to meet for 1 hour/week for 2 semesters. Our volunteer mentors are RCC faculty and staff and our volunteer peer-mentors are RCC alumni and current RCC high-achieving students.

*Note: Due to our current grant funding, preference will be given to student-mentee applicants between the ages of 18-24.

Student Rights and Responsibilities

Student Code of Conduct

Definitions

Accused Student – The student who is alleged to have violated the College's Student Code of Conduct.

Administrative Disposition – A resolution of a complaint, which is mutually agreed upon by the CCO and the Accused Student. An administrative disposition shall result in an Accused Student waiving his/her right to a Judicial Board hearing or Appeal.

Appeals Officer – The College's Vice President of Student Services or designee

Code of Conduct Officer (CCO) – The College Official charged with the responsibility of administering the College's Student Code of Conduct. A member of the Massachusetts Community College Council (MCCC) shall not be selected to serve as the CCO.

College Property – Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.

Complaint – An allegation of a violation of the Code of Conduct, which is filed with or by the CCO.

Day – As used in this policy, shall mean a calendar day. The number of days indicated at

each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the CCO may extend the time limits at his/her discretion with notice to both parties in writing.

Judicial Board – Members of the College community selected by the Code of Conduct Officer to conduct a hearing when it has been determined by the CCO that a violation of the Student Code of Conduct has occurred. Members of the Judicial Board shall act in a fair and impartial manner.

Student – Includes all persons taking courses at the College, both full-time and part-time, credit and non-credit. Persons who are not officially enrolled for a particular term but who have a continuing academic relationship with the College are considered "students."

Conflict of Interest

Any member of the Judicial Board, Grievance Committee, the Dean of Student Judicial Affairs or any member associated with Student Discipline or Student Grievance procedures must disclose any conflict of interest and recuse (remove) themselves from the process. In the case of the Dean of Student Judicial Affairs, he/she shall recuse (excuse) him/herself and refer the matter to the Vice President of Enrollment Management and Student Affairs Office for handling.

Disciplinary Offenses

A student shall be subject to disciplinary action under this policy for engaging in acts including, but not limited to:

1. Physical violence or the threat thereof and/or any conduct that threatens or endangers the health or safety of any person.
2. Creating or false reporting of bombs.
3. Extortion - The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without his/her consent.
4. Unauthorized use of fire alarm or fire equipment.
5. Unauthorized or illegal gambling.
6. Hate Crimes as defined under state or federal law.
7. Hazing as defined under state or federal law.
8. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
9. Conduct resulting in a violation of the College's Computer/Technology Acceptable Use and/or Email Policies.
10. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties, including failure to identify oneself when requested to do so.
11. Violation of College's drug and/or alcohol policies.
12. Breach of peace; including disorderly, lewd, or indecent conduct, or aiding, abetting,

or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.

13. Defacement or destruction of College property.
14. Acting in a manner that interferes with or disrupts the normal and/or safe operation of the College, including but not limited to disrupting or interfering in the educational process.
15. Harassment (verbal or physical) and or intimidation of a member of the College Community.
16. Acts of dishonesty, including but not limited to the following:
    a. Forgery, alteration, or misuse of any College document, record, or instrument of identification;
    b. Furnishing false information to any College official, faculty member or office; or
    c. Disrupting or tampering with the election of any College recognized student organization.
17. Acts of academic dishonesty, including but not limited to the following:
    a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
    b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
    c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
    d. Plagiarism, which is defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other's work or arranging for others to do work under a false name.
18. Abuse of the Disciplinary process, including but not limited to:
    a. Falsification, distortion, or misrepresentation of information before a Judicial Board.
    b. Disruption or interference with the orderly conduct of a judicial proceeding.
    c. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    d. Attempting to influence the impartiality of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding.
    e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a judicial proceeding.
    f. Failure to comply with the sanction(s) imposed under the Student Code.

g. Influencing or attempting to influence another person to commit an abuse of the judicial system.

19. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
20. Unauthorized solicitation, including but not limited to sale of goods and services for personal profit.
21. Unauthorized activity that constitutes forgery.
22. Violation of State or Federal Laws not otherwise enumerated herein.
23. Violation of published College policies, rules, or regulations not otherwise enumerated herein.

Discipline in the Classroom or on College Property

Disrupting or interfering in the educational process is prohibited under this policy. If a student engages in disruptive conduct in the classroom or anywhere on campus, a faculty member or other college employee may address and informally resolve the matter without filing a complaint under the Code. A faculty member or other college employee may exercise his/her right to immediately remove a disruptive student from a class meeting or other college area. On the first occasion when a student is removed from a classroom or other college area, the faculty member or other college employee is strongly encouraged to notify the CCO. In all subsequent cases of removing a student from a classroom or other college area, the faculty member or other college employee shall notify the CCO. A faculty member or other college employee may seek the assistance of college security if necessary to remove the student from the class meeting or other college area. If the removal of a student from the classroom is intended to be permanent, a complaint under this policy shall be filed with the CCO by the faculty member. The CCO can exercise his/her discretion to allow the accused student to attend class during the disciplinary process upon consultation with the faculty member and the Chief Academic Officer or his/her designee.

Off Campus Behavior

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the College Community, poses a threat of harm to the College Community; interferes with the College's pursuit of its objectives and mission, and/or if a student is charged with a violation of state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Interim Suspension

The College reserves the right to issue an interim suspension when it reasonably concludes that a student poses a threat to: (a) him/herself or others; (b) College property or equipment; or (c) disrupts or interferes with the normal operations of the College. During an interim suspension, a student is prohibited from entering upon College's property or participating in any College activities.

Complaints Alleging Sexual Harassment or Discrimination

Claims of discrimination or sexual harassment shall be pursued under the College's Affirmative Action Plan. For more information, please contact the Director of Human Resources, the College's Affirmative Action Officer, at Roxbury Community College Human Resources Department.

Code of Conduct Disciplinary Process

The Disciplinary Process is initiated once a complaint is filed against a student by a member of the College community or by the CCO. This policy is not intended to prevent members of the College Community from attempting to resolve matters informally. Failure to cooperate with the College's investigation of an alleged Code of Conduct violation will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

1.Disciplinary Process

a All complaints under the Code of Conduct shall be filed with or by the CCO.

b. When the CCO files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Code, the CCO initiates the disciplinary process by meeting with the Accused Student, putting him/her on notice of the alleged violation and providing him/her an opportunity to respond to the allegations. The CCO may conduct a further investigation if necessary.

c. If the CCO determines that a violation exists, three procedural options are available.

(1) Verbal or Written Warnings - For low-level offenses, the CCO may issue a verbal or written warning to the Accused Student. Warnings shall not be subject to a hearing before a Judicial Board or an appeal.

(2) Administrative Disposition - Under an Administrative Disposition, the Accused Student and the CCO mutually agree upon a disciplinary remedy. By accepting the Administrative Disposition, the Accused Student waives his/her right to a hearing before the Judicial Board or an appeal.

(3) Judicial Board Hearing - When an Administrative Disposition cannot be reached, the CCO shall refer the alleged violation to the Judicial Board for a hearing. Please see Section 2 below for Judicial Board rules.

Failure to cooperate with the College's investigation of an alleged Code of Conduct violation, which includes appearing before a Judicial Board or College official if summoned to do so, will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

2. Judicial Board Hearing

a. A hearing with the Judicial Board shall be scheduled by the CCO not later than thirty (30) days following an Accused Student's request for a hearing.

b. A written Statement of Charges shall be presented to the Accused Student not less than five (5) days prior to the hearing.

c. A Judicial Board hearing is an administrative hearing. The rules of evidence do not apply.

d. In a matter involving more that one Accused Student, the Judicial Board may permit at its discretion individual hearings for each Accused Student.

e. The Accused Party has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense. The advisor may be an attorney. An advisor's role is limited to advising the Accused Student directly. An advisor is not permitted to participate directly in the hearing.

3. Conduct of Hearing

a. A hearing is normally conducted in private.

b. There shall be a record created of all hearings. The record shall be the property of the College.

c. All procedural questions are subject to the final decision of the Judicial Board.

d. Admission of any person(s) to the hearing shall be at the discretion of the Judicial Board.

e. A hearing shall proceed as follows:

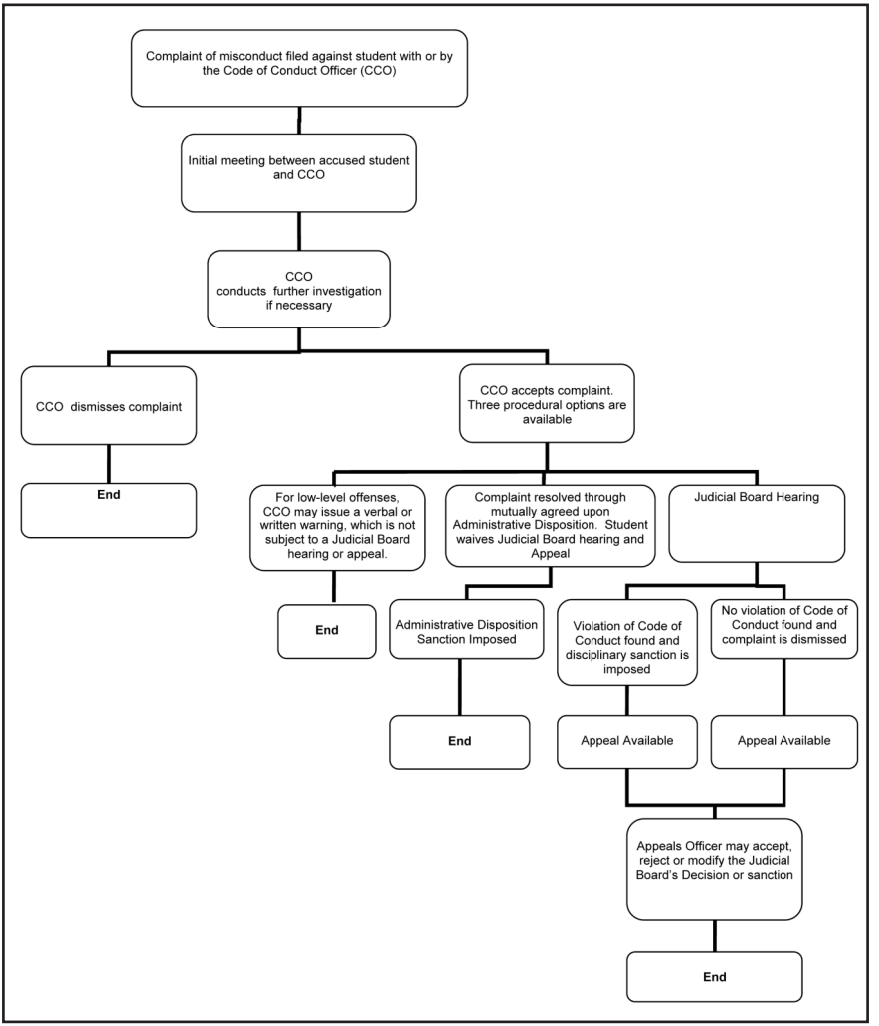
- The CCO presents the Statement of Charges on behalf of the College. The CCO may present documents, materials and/or witnesses in support of the Statement of Charges.
- Accused Student responds to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.
- Following the parties' presentations, the Judicial Board may question each party, their witnesses and/or review all information presented. The Judicial Board has the discretion to request additional documents, materials or information from either party.
- While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Judicial Board. If the Board determines a question is relevant, the other party will be asked to respond.
- The Board shall have a final opportunity to question the parties.

f. After the hearing, the Judicial Board shall determine by majority vote whether the Statement of Charges has been proven.

g. In reaching its decision, the Judicial Board shall determine whether it is more likely than not that the Accused Student violated the Code of Conduct based on the information presented.

h. Within fifteen (15) days of the conclusion of a hearing, the Judicial Board shall issue a written decision outlining its findings and disciplinary action, if any, to the parties.

Overview of Judicial Process



4. Sanctions

A student found in violation of the College's Code of Conduct shall be subject to one or more of the following sanctions:

a. Verbal or Written Warning
b. Restrictions/Loss of Privileges
c. Community/Educational Service
d. Restitution
e. Probation
f. Suspension

g. Expulsion

The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student's violation the College reserves the right to impose any of the above-referenced sanctions at any time.

5. Appeal

a. Within five (5) days of receiving the Judicial Board's decision, either the CCO or the Accused Student may appeal the Judicial Board's decision to the College's Appeals Officer.

b. An appeal must be in writing and be based on a credible claim that: the hearing was not conducted in conformity with the Code of Conduct; the decision was not supported by a preponderance of the evidence presented; the sanction imposed was not appropriate in light of the Judicial Board's decision; or new evidence exists, which was not presented at hearing because it was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the Judicial Board's decision.

c. The Appeals Officer shall issue a written decision within ten (10) days of receiving the appeal. The Appeals Officer may accept, reject or modify the Judicial Board's decision or sanction.

d. The Appeals Officer's decision shall be final.

Steps to Promoting Positive Classroom Atmosphere

1. Students are expected to attend all scheduled classes.
2. Students are expected to be in class on time.
3. Students are expected to remain in class for the entire instructional period.
4. Students are expected to remain alert throughout the entire instructional period.
5. Students are expected to come to class free of alcohol and/or drugs.
6. Students are expected to be respectful of opposing opinions.
7. Students are expected to not interrupt a faculty member or other students when they are speaking.
8. Students are expected to address student specific concerns prior to or after the instructional period.
9. Students are expected to use respectful language throughout the instructional period.
10. Students are expected to receive the faculty's permission prior to using cell phones, laptops, or other electronic equipment.
11. Item 25 of the Student Code of Conduct states: "Discipline in the Class: Disrupting the classroom is a violation of the College's Student Code of Conduct. Such Conduct shall include, but not limited to cell phone use, text messaging, speaking without permission, eating food in the classroom, and not following the directions of the instructor. A faculty member has the right to remove a disruptive student from class,

pending a review of the situation by the Dean of Enrollment Management and Student Judicial Affairs."

Roxbury Community College Good Neighbor Policy

Roxbury Community College strives to be a good neighbor in the community where we are located, and we need your help in this regard. Please refrain from loitering on the abutting property of all nearby residents without their permission. If you do so, you may be trespassing and could face prosecution to the fullest extent of the law.

Drug and Alcohol Policy

On December 12, 1989 Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the "Drug-Free Schools and Communities Act of 1989", requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees. Prior federal law applicable to Roxbury Community College regulated only criminal drug activity of federally grant-funded employees.

Roxbury Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the College, will enforce the following policies:

- The unlawful manufacture, distribution, dispensation, possession or use of alcohol or of a controlled substance is prohibited on the campus of Roxbury Community College or as part of any college-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion or discharge. They shall also be subject to referrals for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the College should ordinarily expel or discharge the offender, absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, consideration of a handicap under federal and state law.
- Roxbury Community College shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to alcohol and illegal drugs include Massachusetts General Laws, Chapter 94C (Controlled Substance Act), Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking), and Massachusetts General Laws, Chapter 90, Section 24 (Operating under the Influence, Open Container).
- Under-age drinking is prohibited at Roxbury Community College functions and on any part of the campus.
- No College funds, Student Activities fees, or All-College fees shall be used to purchase alcoholic beverages. Roxbury Community College additionally prohibits alcoholic beverages at any College event (on or off campus) that is intended for students or student participation. A College event is one that utilizes College facilities, College funds, Student Activities fees or all College fees or is represented as being a College function. The President of the College or designee must approve

such events in writing. All purchase orders for student events will exclude payment for alcoholic beverages. Faculty and staff who serve as advisors or chaperones to groups holding such events should understand that they will be expected to monitor the implementation of the Student Alcohol Policy.

- On May 18, 1999, the Massachusetts Board of Higher Education amended its Alcohol Policy (BHE 98-01) and the guidelines for Campus Safety and Security and Campus Codes of Conduct (FAAP 97-32) by adding the requirement that, consistent with the Family Educational Rights and Privacy Act (FERPA), Roxbury Community College shall notify the parents of students under 21 years of age each time they have been determined to be in violation of the campus alcohol policy.

Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol

The misuse of alcohol and other drugs create problems for students and employees who engage in this behavior as well as for their peers or fellow employees who suffer a range of consequences from having their study or work interrupted to far more egregious acts. Obvious health risks include physical dependence, psychological dependence, possible overdoses and withdrawal symptoms.

The following information on health risks is from What Works: Schools Without Drugs, U. S. Department of Education (1992):

- Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.
- Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.
- Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Roxbury Community College Resources

- Student Health Services offers substance abuse education and referrals to individuals experiencing or affected by persons with substance abuse issues. Informational brochures on drug and alcohol abuse as well as topics on AIDS transmission and other sexually transmitted diseases are also available to students.

- The College Experience Course, which is mandatory for all new freshmen, uses a customized textbook that contains information on drugs and alcohol in the chapter on Handling Stress and Making Healthy Choices. The Coordinator for Student Health Services visits these classes to present on this topic.
- Student Health Services will provide information on drug and alcohol abuse through the series wellness programs presented throughout the year.
- Student Life and Student Engagement Offers a Healthy Start program on drugs and alcohol is included in the tabling activity at the beginning of each semester.

Distribution of the Policy

This policy is distributed annually in writing to all students and employees through the following means:

- The Student Handbook
- Email to all employees and students
- RCC Website

Review and Compliance

This policy will be reviewed on a biennial basis to comply with the U.S Department of Education regulations to: (1) determine the effectiveness of the drug and alcohol program and implement any necessary changes and (2) ensure consistency in the enforcement of sanctions. Biennial reviews will be complete in December of even-numbered years for the two preceding academic years. Copies of this review will be retained in the Office of the President, the Office of the Vice President for Enrollment and Student Affairs, the Office of Student Life and Student Engagement, and the Office of Human Resources and Affirmative Action.

Chapter 151C. Fair Educational Practices

Section 2B. Absence of student due to religious beliefs

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.

Family Education Rights and Privacy Act (FERPA)

Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to be notified annually by the College of what student record information the College designates as "directory information," and the right to request that no student information be designated as directory information.

The College identifies the following student information as directory information:

- Name
- Gender
- Local address and telephone number
- College e-mail address
- Major and minor field(s) of study, including the division or program in which a student is enrolled
- Classification as a freshman, sophomore, junior, senior or graduate, or by number referring to such classes
- Course load, e.g., full-time or part-time
- Dates of attendance and graduation, and degrees received

Directory information may be released by the College to a requesting third-party without a student's prior written consent. A student has the right to request that none or only some of his/her student record information be designated as directory information. A student must notify the College's Registrar, in writing, within two (2) weeks of the beginning of each academic semester if he/she does not wish to have any or some of his/her student information designated as directory information.

Notwithstanding the College's definition of directory information, the Department of Defense (the "DOD"), pursuant to the Omnibus Consolidated Appropriations Act of 1997 (the "Solomon Amendment"), identifies the following information as "student recruiting information": NAME, ADDRESS, TELEPHONE LISTING, AGE (or year of birth), PLACE OF BIRTH, LEVEL OF EDUCATION (e.g., freshman, sophomore), DEGREE AWARDED, MOST RECENT EDUCATIONAL INSTITUTION ATTENDED, and CURRENT MAJOR(S).

If the College receives a request for student recruiting information from the DOD, or one of its affiliated agencies, the College will release the student recruiting information requested. Because the information sought by the DOD may include information not designated as directory information under the College's policy, compliance with the DOD's request may result in the release of personally identifiable information. When student recruiting information is released pursuant to a DOD request, notice of the request and the release of the information will be posted in a conspicuous location in the College's Registrar's Office for a period equaling one academic year.

If a student has exercised his/her right to request that no information be designated as directory information, then no information shall be released to any third party, including the DOD.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5901.

Grievance Policy

Policy Goal: Conflict Resolution

Before invoking the Student Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a Grievance, and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Grievance Procedure be invoked. Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law.

Definitions

1. COMPLAINT: the informal, unwritten stage of an allegation of mistreatment.
2. DAY: as used in this policy, shall mean a calendar day.
3. GRIEVANCE: a written grievance filed by a student with the person designated by the President as the Student Grievance Officer specifically alleging an abridgment of his or her rights as a student.
4. GRIEVANT: the student filing the Grievance. The Grievant must have been a registered student of the College at the time of the alleged mistreatment.
5. INSTRUCTIONAL PERIOD: the academic semester, summer session or intersession when a grievable act or omission occurs. The Instructional Period shall end on the last day of final exams.
6. RESPONDING PARTY: the person against whom a complaint or Grievance is directed.
7. SENIOR OFFICER: senior level employee who reports to the President for the Responding Party's work area.
8. STUDENT GRIEVANCE OFFICER: a College employee assigned responsibility for administering the Student Grievance Procedure, including the maintenance of specified records. The Student Grievance Officer shall ordinarily be the Senior Student Affairs Officer. If this individual is the person against whom the Grievance is filed, the President shall designate another College official to act as the Student Grievance Officer.
9. SUBSTANTIAL EVIDENCE OF ERROR OR INJUSTICE: for purpose of Grade Appeals, substantial evidence of error or injustice is defined as:
    a. The assignment of a course grade to a student on some basis other than performance in the course; or
    b. The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same instructor to other students in that course; or
    c. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

10. TIME: the number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the President or his/her designee may extend the time limits in extenuating circumstances with notice to both parties in writing, or by mutual written agreement between the Grievant and the Responding Party.

Utilizing The Student Grievance Procedure

The Student Grievance Procedure may be used by a student to address alleged abridgment of the student's rights, as stated in the College's Student Handbook and/or Policy Guide. The student Grievant or the Responding Party may consult with the Student Grievance Officer at any time. The College's Student Grievance Officer is Dean Charles Diggs, Dean of Enrollment Management and Student Affairs.

The Student Grievance Procedure may not be used to address allegations of discrimination, including sexual harassment. When a student believes that he/she has been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, veteran status, genetic information or national origin, the College's Affirmative Action Grievance Procedure is a mechanism for resolution. The College's Affirmative Action Grievance Procedure is contained in the College's Affirmative Action Plan. The College's Affirmative Action Officer is P. Paul Alexander, Chief Human Resources and Affirmative Action Officer.

If a Grievance involves a grade dispute, a student shall process the Grievance in accordance with the Student Grievance Procedure. However, if a grade dispute raises issues of discrimination or sexual harassment, the Grievance should be processed in accordance with the College's Affirmative Action Grievance Procedure and the Affirmative Action Officer shall conduct the process in collaboration with the Senior Academic Officer or designee.

Claims of physical or sexual assault shall not proceed under the Student Grievance Procedure. A claim of physical assault alleged against a student shall be reported to the Code of Conduct Officer. A claim of physical assault alleged against an employee shall be reported to the Human Resources Office. In both cases, law enforcement authorities shall also be notified. A claim of sexual assault shall be reported to the College's Affirmative Action Officer and/or Title IX Coordinator and law enforcement authorities and shall proceed under the College's Affirmative Action Plan. In matters involving physical or sexual assault, alleged victims are strongly encouraged to independently report the incident to the law enforcement authorities. The College's Campus Police/Security Department can assist with the reporting process.

At any Level of the Student Grievance Procedure, either party may request mediation by contacting the Student Grievance Officer. Mediation shall be mutually agreed upon, and not unreasonably refused by either party. The Student Grievance Officer shall select an impartial mediator who shall be mutually agreed upon and not unreasonably refused by either party, make the arrangements, determine the timetable for the mediation process, and inform the parties of the timetable in writing. Where practicable, a mediation session shall be conducted no later than thirty (30) days after requested and agreed to by the parties. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. If a mediated resolution cannot be achieved, the Grievant may proceed with the

Grievance Process. The Grievant has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense throughout the grievance process. The advisor may be an attorney. An advisor's role is limited to personally advising the Grievant only. An advisor is not permitted to participate directly in any aspect of the grievance process.

Except for under extenuating circumstances, as determined by the President or his/her designee, failure by a party to comply with the Student Grievance Procedure during the course of a Grievance may result in the waiving of the noncompliant party's rights under the Procedure.

Grade Appeals

Complaints or Grievances filed in connection with assigned grades represent a special case within the Grievance procedure. Grading reflects careful and deliberate assessment of a student's performance by the instructing professional(s). As such decisions are necessarily judgmental the substance of those decisions may not be delegated to the Grievance process. Nevertheless, the College recognizes that in rare cases the process of grading may be subject to error or injustice.

Except as otherwise provided by a separate appeal procedure for a clinical program as approved by the President of the College, a student who alleges an error or injustice in the grading process may file a Grievance under the Student Grievance Procedure. A grade appeal Grievance shall proceed no further than Level Two, Step Two. For purposes of a grade appeal, the Senior Academic Officer of the College, or his/her designee, shall serve as the Student Grievance Officer throughout the grade appeal process.

If the faculty member who assigned the challenged grade is no longer employed by the College or is not available within the timelines specified (see "Time" definition), the student may initiate his/her Level One complaint with the chief administrator of the appropriate instructional division (who shall be identified by the Senior Academic Officer).

If at any level substantial evidence of error or injustice is produced, the grading process may be remanded to the instructor of record for reassessment. If after reassessment, the dispute remains unresolved, the matter shall be referred to the Senior Academic Officer, or his/her designee, for final review. If the instructor of record is no longer available, the Senior Academic Officer or his/her designee shall instead reassess the grading process.

Level One - Informal Procedure

This is the informal stage where most complaints are resolved. The Grievant and the Responding Party should consult with the Student Grievance Officer at this time.

A Grievant initiates the informal phase of the Grievance process. The Grievant shall first present his/her complaint orally and informally to the Responding Party. This shall be done in a reasonable period of time, not exceeding thirty (30) calendar days following the instructional period when a grievable act or omission occurs.

The Responding Party must respond to the Grievant's complaint within ten (10) days. Though this phase of the process is informal, the parties may present their positions in writing. If the matter is not resolved informally within ten (10) calendar days from the date a response to the complaint was due, the Grievant may proceed to Level Two.

Level Two - Formal Procedure

Prior to filing a written Grievance at Level Two, a Grievant must consult with the Student Grievance Officer. The Responding Party should also consult with the Student Grievance Officer at this phase of the process.

L2 - Step One

The Student Grievance Officer shall notify the parties in writing when a complaint is not resolved informally at Level One.

The Grievant may, within ten (10) calendar days after receipt of the Student Grievance Officer's written notice, file with the Student Grievance Officer a Grievance. The Grievance shall contain the following information: the name and title of the person(s) against whom the Grievance is directed, a statement of all known facts, documents and materials supporting the grievance, a list of individuals who have information pertinent to the grievance, and the relief sought by the Grievant. All supporting documents, if any, shall be attached to the grievance as part of the Grievance. The Grievance shall also state the date it is filed and that it is being filed at "Level Two, Step One."

The Grievance may be filed with the Student Grievance Officer by email, regular mail, certified mail, or in hand. Thereafter, the Student Grievance Officer shall deliver the Grievance, and all supporting documents, if any, to the Responding Party within five (5) calendar days. If the Responding Party is unavailable at the time the Grievance is filed, the Student Grievance Officer shall use reasonable means to deliver the Grievance within a reasonable period of time.

The Responding Party shall forward a written Level Two - Step One response to the Student Grievance Officer within ten (10) calendar days of his/her receipt of the Grievance. The Student Grievance Officer shall deliver the written response to the Grievant within five (5) calendar days of receipt.

L2 - Step Two (Supervisor Level)

If the Grievance is not resolved to the satisfaction of the Grievant within ten (10) calendar days after his/her receipt of the Step One response, or if no written response is submitted, the Grievant may within ten (10) calendar days after the written response was received or due, request the Student Grievance Officer to forward the Grievance and response, if any, to the supervisor of the Responding Party, with a copy to the Senior Officer of the work area of the Responding Party.

The supervisor shall investigate the Grievance and confer with the Senior Officer. The supervisor shall forward his/her written decision to the Student Grievance Officer, within ten (10) calendar days after receipt of the Step Two Grievance. Thereafter, the Student Grievance Officer shall deliver the decision to the Grievant and the Responding Party within five (5) calendar days.

At any time before the issuance of the Supervisor's Step Two decision, the Senior Officer may request that the parties meet to discuss the issue and attempt to resolve it.

Grade appeals do not go beyond this Step (Level Two - Step Two) per the section on Grade Appeals.

No new issues or allegations may be raised by either party after Step Two.

L2 - Step Three (Student Grievance Committee Level)

If the Grievance is not resolved to the satisfaction of the Grievant within the period allowed at Level Two - Step Two, the Grievant may request a hearing before a Student Grievance Committee. Such a request must be in writing and presented to the Student Grievance Officer within ten (10) calendar days from the issuance of the Supervisor's Level Two - Step Two decision.

Within ten (10) calendar days of the Student Grievance Officer's receipt of the Grievant's request for a hearing, the Student Grievance Officer shall arrange a hearing before a Student Grievance Committee. The Student Grievance Officer shall use reasonable efforts to schedule the hearing at a time mutually convenient to the parties. At least twenty-four (24) hours prior to the hearing, the Student Grievance Officer shall provide each member of the Committee and all parties to the Grievance with copies of the Grievance, responses to the Grievance, decisions issued, and all relevant supporting documentation and materials. The Committee's make-up and hearing rules are discussed later in this policy.

The Committee shall deliver its findings and recommendations to the Student Grievance Officer within ten (10) calendar days following the hearing. A copy of the Committee's findings and recommendations shall be delivered to the President or his/her designee, within five (5) calendar days of receipt.

Within ten (10) calendar days of the President's receipt of the Committee's findings and recommendations, the President or his/her designee, shall issue a written statement accepting, modifying or rejecting the Committee's recommendations.

The decision of the President, or his/her designee, shall be final and binding on all parties.

Membership Of The Student Grievance Committee

The composition of the College's Student Grievance Committee shall consist of five members: one student, one unit professional, one faculty member, one non-unit professional and one unit classified employee. The President or his/her designee shall appoint each member from among the recommendations submitted by the Student Grievance Officer.

Service on the Committee shall be voluntary, provided that a member who has a personal interest in a particular Grievance shall be ineligible to serve on the Grievance Committee. All College employees serving on the Student Grievance Committee, and acting within the scope of their official duties on the Committee, shall be protected from liability to the full extent provided under Massachusetts General Laws, Chapter 258, and eligible for indemnification as provided for pursuant to M.G.L. Chapter 258, Section 9.

All Student Grievance Committee members, as well as all others in attendance at a student Grievance proceeding, shall maintain the confidentiality of the proceedings. The Student Grievance Officer shall attend all Committee hearings but shall not vote.

Guidelines For Committee Hearings

The following guidelines provide the framework for conducting a Student Grievance Committee Hearing:

1. Prior to the hearing, the newly impaneled Committee shall meet to elect a Committee

Chairperson. The Chairperson shall be selected by a simple majority vote.

2. The Chairperson on the Committee shall be responsible for conducting the hearing and drafting the decision of the Committee, but shall vote only in the event of a tie.
3. All hearings shall be closed and deliberations of the Committee shall be confidential and conducted in private.
4. The Grievant and the Responding Party shall be in attendance at the hearing. Each party may be accompanied by an advisor at the hearing. The advisor, however, may not participate in the hearing or question witnesses. Either party may at anytime during a hearing consult in private with his/her advisor.
5. Witnesses may be asked by the Committee to remain outside of the hearing room until they are called to testify.
6. The Grievant will address the Committee first. The Grievant will state the nature of his/her Grievance and may present relevant evidence and/or witnesses in support of the Grievance.
7. The Responding Party may respond to the Grievant's allegations and present relevant evidence and/or witnesses in opposition to the Grievance.
8. Once the parties have presented their respective positions, the Committee may question the parties and/or witnesses.
9. After the Committee has questioned the parties, each party will be given the opportunity to question the other party and their respective witnesses. All questions must be directed through the Committee. If the Committee determines that a question is relevant to the Grievance, the party or witness to whom it is addressed will be asked to respond.
10. Following the parties' questioning of each other, the Committee will have another opportunity to question the parties and witnesses.
11. Hearings before the Committee shall not be subject to the formal rules of evidence. In all cases, the hearing shall be conducted in a fair and impartial manner.
12. If a party to a Grievance fails to appear for a scheduled hearing, the Committee has the discretion to proceed with the hearing and issue its findings and recommendations in the party's absence.
13. The decision of the Committee shall be based on the relevant evidence presented at the hearing. The decision shall be in writing and include: a list of all documentary evidence and witnesses presented; a summary of the testimony offered by both parties and their respective witnesses; the findings of the Committee and its recommendations. Copies of the decision and recommendations of the Student Grievance Committee shall be forwarded by the Student Grievance Officer to the President or his/her designee for review and final disposition. The President or his/her designee shall accept, reject or modify the Committee's decision and/or recommendations and issue a final written decision.
14. All findings and decisions reached under this Procedure shall be based on a "preponderance of evidence" standard (i.e.; more likely than not). Any action taken

hereunder shall be reasonable under the circumstances, in accordance with applicable College rules and procedures and be grounded in fundamental fairness.

Withdrawal

A student may withdraw his/her complaint or Grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

Retaliation

No member of the College community shall retaliate or threaten to retaliate against, interfere with, restrain, or coerce any student in the exercise of his/her rights under the Student Grievance Procedure or his/her participation in any Grievance proceedings.

Collateral Rights Of Person Grieved By Student

If the recommendations made at any level of the Grievance procedure result in sanctions against a college employee, the sanctions shall be regarded as administrative actions subject to all conditions of applicable collective bargaining agreements and College or Board of Higher Education personnel policies.

Alternative Forums

Filing a Grievance in accordance with the Student Grievance Procedure in no way abrogates a student's right to file a complaint with an appropriate state or federal agency or in another forum.

Hazing

Roxbury Community College does not permit hazing at any activity or event associated with the College or at College-recognized clubs and organizations. The Commonwealth of Massachusetts prohibits hazing in any form on campuses throughout the Commonwealth. Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics and exposure to weather, or forced consumption of any food, liquor, beverage, drug or other substance. Also, hazing includes any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person or to cause extreme mental stress, including extended isolation or deprivation of sleep. The Senate and the House of Representatives enacted an act prohibiting the practice of hazing in General Court in 1985. Adding the following three sections hereby amends chapter 369 of the General Laws.

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more that one thousand dollars or by imprisonment in a house of correction for not more than one hundred days or by both such fine and imprisonment. The term hazing as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics and exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance. Also, hazing includes any other brutal

treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or cause extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that a person is the victim of hazing, as defined in section seventeen, and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or other, report such a crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime will be punished by a fine of not more than five hundred dollars.

Section 19. Each institution of secondary education and each student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, shall provide a copy of this section and sections seventeen and eighteen provided; however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each secondary school and each public or private school or college shall, before the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen. Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Education shall promulgate regulations governing the content and frequency of such reports and shall forth-with report to the Attorney General any such institution which fails to make such a report.

Should there be any questions concerning the College's Hazing Policy, please contact the Office of the Vice President for Enrollment Management and Student Affairs.

Right to Protest

The Massachusetts Board of Regional Community Colleges adopted the following policy on April 11, 1969:

1. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, faculty members, staff and students are encouraged in a sustained and independent search for knowledge.
2. Freedom to teach and freedom to learn depend upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community, students, faculty and staff members.
3. Roxbury Community College will respect and will defend the right of its members to lawful exercise of free speech and assembly on behalf of causes, whether popular or unpopular. These rights are properly exercised only when due regard for the rights of others is assured, and actions denying the rights of others to move or speak freely, whether or not such interference is their motive, lie outside constitutional guarantees and the obligation of the college to defend them. Therefore, if in the judgment of the President or his/her designee, persons are attempting to interfere with freedom of movement or speech of members or guests of the college community, or the orderly operation of the College, the President or his/her designee is authorized to do the following:
    a. Advise such person(s) of the impropriety of their activity and request immediate desistance from such activity. If such persons fail to desist, call the appropriate authority to remove those interfering.
    b. Suspend temporarily such members of the college community who have participated in such interference and persist in such activity.
    c. Grant, as soon as reasonably possible, a hearing before an appropriate committee to any person appealing such suspension. Following such a hearing, the committee will make a recommendation to the President.
    d. Any person who involves him/herself in the willful destruction of college or personal property will, in addition, be answerable to charges filed with civil authorities.

Policy on Audio/Video Recording in the Classroom

As part of the education and learning experience, students routinely take notes during class lectures. In addition, students and instructors may wish to record lectures and other classroom presentations. Lecture notes and recordings involve issues related to the intellectual property rights of instructors and the privacy rights of students. To protect these rights, Roxbury Community College has adopted the following policy to govern these activities in the classroom.

Instructors' Intellectual Property Rights

Individual Roxbury Community College instructors retain intellectual property rights to their lecture and class presentations and related material; notes or class materials may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than study by students enrolled in the class. Unauthorized use of class notes or recordings is subject to the federal Copyright Act, the General Laws of Massachusetts, and Roxbury Community College policy and may subject an individual to legal proceedings brought by the instructor as well as action by the College.

Note-Taking

Class notes may be written by students enrolled in a class during lectures or other class presentations for purposes of individual or group study. If an enrolled student is absent, another enrolled student may take notes to share with the absent student. Students are not allowed to distribute lecture notes to any one who is not an enrolled student in the same class.

Audio and/or Video Recording by Students for Study Purposes

With the prior permission of the instructor and the consent of other students in attendance, an enrolled student may make an audio recording of the lecture or class presentations only for the purposes of individual or group study with other students enrolled in the same class. Students must obtain prior permission from the instructor each time they wish to make a recording. The instructor must assure that each student attending the class on that occasion is aware of the recording and has agreed to be recorded. Student-initiated video recording and use of any other electronic means of capturing or transmitting class presentations or lectures for note taking purposes is not permitted in classes.

Third-Party Note-Taking and Recording

No third party will be allowed to attend classes on behalf of an enrolled student, with the exception of those authorized through the Special Needs Coordinator on behalf of an enrolled disabled student.

Recording by Instructors to Meet Course Learning Objectives

Instructors may make audio or video recordings of presentations for instructional purposes related to that course at Roxbury Community College. Subsequent use of the recording requires the written permission of everyone captured in the recording. The recordings may not be shown or distributed to any other individual or group without the express written permission of every person recorded in that class.

Smoking

In compliance with Federal and State Laws governing the use of tobacco products in public buildings, Roxbury Community College maintains a smoke free-policy. Smoking is strictly prohibited in the buildings.

Absences for Pregnancy or Childbirth

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. When the

student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in on-line instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information, please contact the Division Dean.

Tips for Students

Managing Your Day

The Assignment Calendar located on page 87 will help you keep track of your assignments and organize daily activities. The calendar also includes important dates from the Academic Calendar you need to remember. Please use this calendar to assist you in successfully managing your academic experience at Roxbury Community College.

In class:

1. Record all homework tasks on the day they are assigned; make sure to include the due date.
2. Write down tests and long-term projects, such as essays, on the day they are assigned and their due dates. A reminder of approaching deadlines is also a good idea.
3. Record assignment/test results on your record of achievement pages. This will help you determine which of your subjects require improvement and extra study time.
4. Record upcoming events that you plan to attend.
5. Use the long-term assignment space to record details about projects and assignments that need to be broken up into smaller parts.
6. Fast-forward to the appropriate week to enter a future assignment.

After class/At home:

1. Arrange your work in order of priority.
2. Commit yourself to a schedule and stick to it. Remember the goals that you have set for yourself.
3. Schedule your time in half-hour blocks. Plan to spend more time on the subjects that require improvement.
4. Allow yourself time to review your work two or three days before a test or a quiz.
5. Remember to schedule time to address long-term projects. Record this in the long-term assignment space on your monthly pages.
6. Take time for review of assignments/tests returned by your teacher.
7. Transfer all unfinished tasks to a future date.
8. Check off assignments that you have completed or transferred.
9. Review your weekly schedule regularly and adjust it as required.

Long-Term Planning - Plan Ahead

The long-term assignment section on each monthly page allows you to record projects and to break them up into smaller steps. Very often the larger tasks may appear intimidating because there is so much to be done. When you take it one step at a time and have a clear idea of where you want to be at each stage of the project, the project can be completed with greater peace of mind.

Here are some long-term project planning tips:

1. Find out exactly what is expected.
2. Collect research materials. Whenever you take notes, first write down all of the source information you'll need for your bibliography.
3. Organize your project into smaller units, and decide by which date you can realistically complete each section.
4. Ask for initial comments from your teacher (if allowed) to check whether you are making satisfactory progress.

Managing Your Tasks

1. Prepare a schedule that clearly indicates when you will study and when you will be occupied with other regular commitments or recreational activities.
2. Reflect regularly on your use of time; set priorities for your work.
3. Adjust your schedule until it is just right for a particular semester or school year. Setting unrealistic goals will only discourage you.
4. Divide lengthy or challenging assignments into short, manageable units.
5. Take a short break or reward yourself after completing a unit; this will help you concentrate better on the next task.
6. If certain facts or details must be memorized, do not try to memorize all of them at once.
7. Wait a day before editing the rough draft of a written assignment.

Successful Classroom Strategies

1. Listen.
2. Concentrate on your professor/instructor.
3. Tune out noise/talking.
4. Listen for main ideas.
5. Use the 5 W's and 1 H to assist in understanding the material presented in class: What? Why? When? Where? Who? How?
6. Be alert for the speaker's feelings and style.

RULE OF THUMB
Listen 80% and write 20% of the time. Also, short, repeated study periods work better than one long cram session.

Taking notes

1. Do not write everything down.
2. Write down important ideas and supporting facts.
3. Use your own words, not your teacher's.
4. Learn different note taking methods (i.e. mapping, outlining).
5. Keep notes organized by dating and numbering pages.
6. Keep all notes for class in one place.
7. Quickly review what you're learning in each class daily and weekly.
8. Summarize important chapters, lectures, or discussions. Just doing this will help you retain the information.
9. Apply what you're learning as soon as possible.
10. Study with friends if you can stay on topic.
11. In group study sessions, ask questions and answer your peers' questions.
12. Learn memory aid techniques to trigger recall.

TIP
When you take notes, immediately jot down the title of the work, the author, the publisher, and the date published. This saves time later when you are ready to form a bibliography.

Study Area:

1. Work in the same place as much as possible.
2. Keep your workplace clean and uncluttered.
3. Make sure you have good lighting to try to avoid tired eyes and drowsiness.
4. Use a firm, straight chair.
5. Don't do homework in front of the TV!
6. Create the best work environment and stick to it. For example, quiet music may help you stay on-task, or it may distract you.

Test Taking Skills

1. Find out what kind of test will be assigned (i.e. multiple choice, essay-type).
2. Avoid cramming.
3. Set up a study schedule to review everything well before the test. Use your agenda to keep track.
4. Write down likely questions and answer them.
5. Get enough rest the night before the exam.
6. Wear comfortable clothing.
7. Take all the necessary tools: pens, pencils, calculators, high-lighter, etc.
8. Don't start writing as soon as you get the test. First, skim the exam to make sure you have the complete test, and then read the instructions.
9. High-light key words like discuss, compare, and list.
10. Quickly estimate how much time you have to answer questions.
11. Answer easier questions first to be sure you understand exactly what is being asked.
12. Read questions several times to be sure you understand exactly what is being asked.
13. Never rush through questions in a panic. Be calm and pace yourself.
14. Try to leave some time before the test is over to review and correct errors.
15. If you run out of time on a certain question, leave some room to return to it for completion later.

RULE OF THUMB:
When you're well prepared, you experience less stress.

Test Taking Strategies

Multiple Choice Exams

1. Don't guess unless there is no penalty for wrong answers.
2. Before looking at the possible answers, try to form the answer in your mind.
3. Don't change an answer that came to your mind first unless you're absolutely sure it's wrong.

TIP
Never leave a True/False question unanswered. Guess if there is no penalty for wrong answers.

Essay Questions

Always write answers in paragraph form unless a list is specifically asked for. Use the following process for developing your essay:

1. Make a rough outline.
2. Begin with a topic sentence that includes the key words of the question.
3. Support your position with specific examples and detailed information.
4. Conclude by very briefly summing up your answer.

Writing Resource Guide

Faculty, staff, and support services are available to assist in strengthening your writing skills. Writing is an essential tool for communication that should be honed in all of your courses. The following are some guidelines for writing dynamic, coherent, and interesting essays and research papers.

Choose your topic

What are you going to write about? Sometimes the topic is determined for you. If not, write about something that interests you.

Narrow your topic

After you know your topic, narrow it to a manageable size.

Example: Large mammals

1. Large Mammals of North America
2. North America Black Bears
    a. Habitat of North America Black Bears.
    b. Focus your writing on a main idea or argument.
    c. Develop a thesis statement that briefly expresses your point of view.

Example: The natural habitat of North American black bears is diminishing at an alarming rate due to urban development.

d. Determine your writing strategy. What is the purpose of your writing? You can write to inform, to persuade, entertain, or to instruct. Deciding what the purpose of your writing is will give insight into how to write. If you are writing to persuade, you might include examples that prove or give support to your claim.

e. Who is your intended audience? You write differently depending on audience you are addressing (i.e. friend vs. employer).

f. Adjust your style and language for each audience.

h. If you want to persuade, know your audience's position/beliefs.

i. What point of view will you use? Generally, pick a point of view and stick to it.

Non-fiction: You can write with your own voice or without:

With: Based on this evidence, I conclude...

Without: Based on this evidence, it is possible to conclude...

Fiction: You can write in either the first person or the third person:

First: I walked down the street

Third: She walked down the street

k. What form will you give your writing? Different forms have different requirements (i.e. essay, book review).

l. Ask your teacher what form (or genre) you should write in. What information do you need?

Content

1. Research your topic thoroughly. Start with general encyclopedias and information available on CD-ROM's to get a broad overview of the topic.
2. Take notes as you go.
3. Write down relevant information. Don't write down everything. Taking too many notes just drowns you in information and makes it harder for you to write a coherent paper that reflects relevant information.
4. Form general ideas about your topic. Use those ideas to develop an outline of your paper.
5. Write down each main idea, then organize them. Make sure they all fit in place.

Writing Strategies

Finally, it's time for the real work.

Write your first draft.

1. Begin with a brief, interesting introduction.
2. Generally, include your thesis statement in the first paragraph.
3. Develop each paragraph in turn as a whole. For interest, vary the length of paragraphs.

Make sure each paragraph transitions smoothly to the next paragraph.

Revise your draft.

1. Read it slowly out loud. Be sure to listen for awkward words/sentences.
2. Proofread for spelling and grammatical errors.
3. Remove redundant phrases (repetitive language).
4. Make sure the sentences have enough variety to keep readers interested.

Write the final draft – Make it look good.

Document all sources of information and ideas. Failure to do so may be deemed as plagiarism by your instructor.

IMPORTANT NOTE: *Find out what method of documentation your teacher prefers.*

RCC Assignment Calendar

2013-2014

ROXBURY COMMUNITY COLLEGE

September 2013

Monday

2

Labor Day - College closed

Tuesday

3

Faculty Institute/All College Meeting

Wednesday

4

First day of classes/day and evening

Thursday

5

Friday

6

Saturday

7

Sunday

8

September 2013

Monday

9

Tuesday

10

Add deadline

Wednesday

11

Thursday

12

Friday

13

Drop deadline

Saturday

14

Sunday

15

September 2013

Monday

16

Tuesday

17

Wednesday

18

Thursday

19

Friday

20

Saturday

21

Sunday

22

September 2013

Monday
23

Tuesday
24

Wednesday
25

Thursday
26

Friday
27

Saturday
28

Sunday
29

October 2013

Monday 30

Autumn Access begins (Autumn Access ends December 13)

Tuesday 1

Wednesday 2

Thursday 3

Friday 4

Saturday 5

Sunday 6

October 2013

Autumn Access Add deadline

Monday

7

Tuesday

8

Wednesday

9

Thursday

10

Autumn Access Drop deadline

Friday

11

Saturday

12

Sunday

13

October 2013

Monday 14

Columbus Day - College closed

Tuesday 15

Eid Al Adha (Feast of Sacrifice)
Mid-term exams

Wednesday 16

Mid-term exams

Thursday 17

Mid-term exams

Friday 18

Mid-term exams

Saturday 29

Mid-term exams

Sunday 20

October 2013

Mid-term exams
Mid-term exams for Autumn Access

Monday

21

Mid-term exams for Autumn Access

Tuesday

22

Mid-term exams for Autumn Access

Wednesday

23

Mid-term exams for Autumn Access

Thursday

24

Mid-term exams for Autumn Access
Mid-term grades due

Friday

25

Saturday

26

Sunday

27

October - November 2013

Monday
28

Tuesday
29

Wednesday
30

Thursday
Halloween
31

Friday
1

Saturday
2

Sunday
Daylight Saving Time ends
3

November 2013

Application deadline for December 2013 Degree Completion

Monday
4

Tuesday
5

Wednesday
6

Thursday
7

Friday
8

Saturday
9

Sunday
10

November 2013

Monday

Veterans Day Holiday - College closed

11

Tuesday

12

Wednesday

Withdrawal deadline

13

Thursday

14

Friday

15

Saturday

16

Sunday

17

November 2013

Monday
18

Tuesday
19

Wednesday
20

Thursday
21

Friday
22

Saturday
23

Sunday
24

November - December 2013

Monday
25

Tuesday
26

Wednesday
27
No evening classes/Thanksgiving Break begins at 5:00 p.m.

Thursday
28
Thanksgiving - College closed
Thanksgiving Break

Friday
29
Thanksgiving Break

Saturday
30

Sunday
1

December 2013

Pre-registration for spring semester

Monday

2

Pre-registration for spring semester

Tuesday

3

Pre-registration for spring semester

Wednesday

4

Pre-registration for spring semester

Thursday

5

Pre-registration for spring semester

Friday

6

Saturday

7

Sunday

8

December 2013

Monday

9

Tuesday

10

Wednesday

11

Thursday

12

Friday

Last day of classes/Autumn Access ends

13

Saturday

Final exams for Saturday classes

14

Sunday

15

December 2013

Reading day for day classes

Monday

16

Final exams

Tuesday

17

Final exams

Wednesday

18

Final exams

Thursday

19

Final exams

Friday

20

Saturday

21

Sunday

22

December 2013 - January 2014

Monday

Final grades dues

23

Tuesday

24

Wednesday

Christmas Day - College closed

25

Thursday

26

Friday

27

Saturday

28

Sunday

29

December 2013 - January 2014

Monday

30

Tuesday

31

New Year's Day - College closed

Wednesday

1

Thursday

2

Friday

3

Saturday

4

Sunday

5

January 2014

Monday

6

Tuesday

7

Wednesday

8

Thursday

9

Friday

10

Saturday

11

Sunday

12

January 2014

Monday

13

Tuesday

14

Wednesday

15

Professional days for advising

Thursday

16

Professional days for advising

Friday

17

Saturday

18

Sunday

19

January 2014

Monday
20
Martin Luther King Jr. Holiday - College closed

Tuesday
21
Faculty Institute/All College Meeting

Wednesday
22
First day of classes/day and evening

Thursday
23

Friday
24

Saturday
25

Sunday
26

January - February 2014

Monday

27

Tuesday

28

Add deadline

Wednesday

29

Thursday

30

Friday

31

Drop deadline

Saturday

1

Sunday

2

February 2014

Monday

3

Tuesday

4

Wednesday

5

Thursday

6

Friday

7

Saturday

8

Sunday

9

February 2014

Spring Access begins (Spring Access ends May 2)

Monday

10

Tuesday

11

Wednesday

12

Thursday

13

Valentine's Day

Friday

14

Saturday

15

Sunday

16

February 2014

Monday
17
Washington's Birthday Holiday - College closed

Tuesday
18
Last date to add Spring Access

Wednesday
19

Thursday
20

Friday
21
Last date to drop Spring Access

Saturday
22

Sunday
23

February - March 2014

Monday

24

Tuesday

25

Wednesday

26

Thursday

27

Friday

28

Saturday

1

Sunday

2

March 2014

Monday 3

Application deadline for May 2014 Graduation
Mid-term exams

Tuesday 4

Mid-term exams

Wednesday 5

Mid-term exams

Thursday 6

Mid-term exams

Friday 7

Mid-term exams

Saturday 8

Mid-term exams

Sunday 9

Daylight Saving Time starts

March 2014

Mid-term exams for Spring Access

Monday

10

Mid-term exams for Spring Access

Tuesday

11

Mid-term exams for Spring Access

Wednesday

12

Mid-term exams for Spring Access

Thursday

13

Mid-term grades due
Mid-term exams for Spring Access

Friday

14

Saturday

15

Sunday

16

March 2014

Monday Spring Break

17

Tuesday Spring Break

18

Wednesday Spring Break

19

Thursday Spring Break

20

Friday Spring Break

21

Saturday

22

Sunday

23

March 2014

Monday

24

Tuesday

Mid-term grades due for Spring Access

25

Wednesday

26

Thursday

27

Friday

28

Saturday

29

Sunday

30

March - April 2014

Monday
31

Tuesday
1

Wednesday
2

Thursday
3

Friday
Withdrawal deadline
4

Saturday
5

Sunday
6

April 2014

Monday

7

Tuesday

8

Wednesday

9

Thursday

10

Friday

11

Saturday

12

Sunday

13

April 2014

Monday

14

Tuesday

15

Wednesday

16

Thursday

17

Friday

18

Saturday

19

Sunday

20

April 2014

Patriots' Day Holiday - College closed

Monday

21

Tuesday

22

Pre-registration for summer and fall semester

Wednesday

23

Pre-registration for summer and fall semester

Thursday

24

Pre-registration for summer and fall semester

Friday

25

Saturday

26

Sunday

27

April - May 2014

Monday
28
Pre-registration for summer and fall semester

Tuesday
29
Pre-registration for summer and fall semester

Wednesday
30

Thursday
1

Friday
2
Last day of classes /Spring Access ends

Saturday
3
Final Exams for Saturday classes

Sunday
4

May 2014

Reading Day

Monday

5

Final exams

Tuesday

6

Final exams

Wednesday

7

Final exams

Thursday

8

Final exams

Friday

9

Saturday

10

Sunday

11

May 2014

Monday

Final grades due

12

Tuesday

13

Wednesday

14

Thursday

15

Friday

16

Saturday

17

Sunday

18

May 2014

Monday
19

Tuesday
20

Wednesday
21

Thursday
22

Friday
23

Saturday
24

Sunday
25

May - June 2014

Monday 26

Memorial Day Holiday – College closed

Tuesday 27

Summer Session I classes begin

Wednesday 28

Thursday 29

Friday 30

Commencement

Saturday 31

Sunday 1

June 2014

Last day to drop for Summer Session I

Monday

2

Tuesday

3

Wednesday

4

Thursday

5

Monday classes held to make up for Memorial Day

Friday

6

Saturday

7

Sunday

8

June 2014

Monday

9

Tuesday

10

Wednesday

11

Thursday

12

Friday

Last day to withdraw from five-week courses

13

Saturday

14

Sunday

15

June 2014

Monday
16

Tuesday
17

Wednesday
18

Thursday
19

Friday
20

Saturday
21

Sunday
22

June 2014

Monday
23

Tuesday
24

Wednesday
25

Thursday
26
Last day of Summer Session I

Friday
27

Saturday
28

Sunday
29

June - July 2014

Break for ten-week courses

Monday

30

Break for ten-week courses

Tuesday

1

Break for ten-week courses

Wednesday

2

Break for ten-week courses

Thursday

3

Independence Day Holiday - College closed

Friday

4

Saturday

5

Sunday

6

July 2014

Monday

Summer Session II classes begin

7

Tuesday

8

Wednesday

9

Thursday

10

Friday

Last day to drop for Summer Session II

11

Saturday

12

Sunday

13

July 2014

Monday
14

Tuesday
15

Wednesday
16

Thursday
17

Friday
18

Saturday
19

Sunday
20

July 2014

Monday

21

Tuesday

22

Wednesday

23

Thursday

24

Friday

25

Saturday

26

Sunday

27

July - August 2014

Monday
28

Eid Al Fitr (Celebrating the Fast)

Tuesday
29

Wednesday
30

Thursday
31

Friday
1

Saturday
2

Sunday
3

August 2014

Monday

4

Tuesday

5

Wednesday

6

Thursday

Last day of Summer Session II

7

Friday

8

Saturday

9

Sunday

10

August 2014

Final grades due for Summer Session II

Monday

11

Tuesday

12

Wednesday

13

Thursday

14

Friday

15

Saturday

16

Sunday

17

August 2014

Monday

18

Tuesday

19

Wednesday

20

Thursday

21

Friday

22

Saturday

23

Sunday

24

This handbook belongs to:

Name .....

Address .....

.....

Phone.....

E-mail.....

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STUDENT HANDBOOK
2013-2014

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